# PROCEDURES FOR RUNNING A UNIT MCI PROGRAM

**MCI Mobile Training Tea**
Gunnery Sergeant Batts
Corporal Vogel
Lance Corporal Avitabile

# OVERVIEW

- ENROLLMENT COUNSELING
  - Pre-Enrollment counseling
  - How to enroll in a MCI course (3 Methods)
  - Confirmation of enrollment
- MAIL
  - Handling procedures
  - Mailing times
- STUDENT ADMINISTRATION
  - Monitoring student progress
  - Proper completion of a DP-37 bubble sheet
- COMMUNICATING WITH MCI

# WWW.MCI.USMC.MIL

# ***REFERENCES***

- MCI WORLD WIDE WEBSITE
- ANNUAL COURSE LISTING
- PROCEDURES MANUAL

# ***PRE-ENROLLMENT COUNSELING***

❖**BEFORE ORDERING AN MCI, COUNSEL THE MARINE ON THE FOLLOWING:**

- Command directed
- Rank prerequisites
- PCS/TAD Orders
- Max enrollments
  - (3) Red book courses, (1)PME “NCO and above”
- REFERENCE SOURCE:
  - Annual Course listing for rank prerequisites
  - MCI Procedures Manual

# ***ENROLLMENT***

## 3 METHODS

- Internet
- Unit Diary
- Command UVR

MCI Online - Microsoft Internet Explorer provided by Navy Marine Corp Intranet

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**Welcome to MCI Online!**

**Login to MCI Online Student Access**

SSN: (ex. 123456789)

DOB: (ex. YYYYMMDD)

Last Name:

Login

**Course Catalog**

**Frequently Asked Questions**

**Training Management Information**

**Command UVR (MCI Reports and Digital DP-37)**

## MCI LATEST NEWS

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- ACE accreditation information

Offers recommended credit to colleges and universities

- FY05 MCI Graduate of the Year

Graduate of the Year to Corporal Gage C. Rindt of Marine Aviation Detachment, NAS Patuxent River.

- MCI East Coast Command Visit

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The only items an officer promotion board has access to is the OMPF, Master Brief Sheet (MBS), and any correspondence sent by the officer.

COMMAND | UVR
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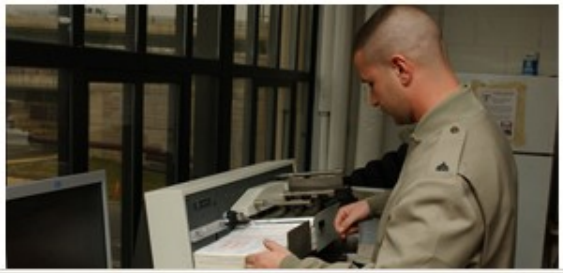
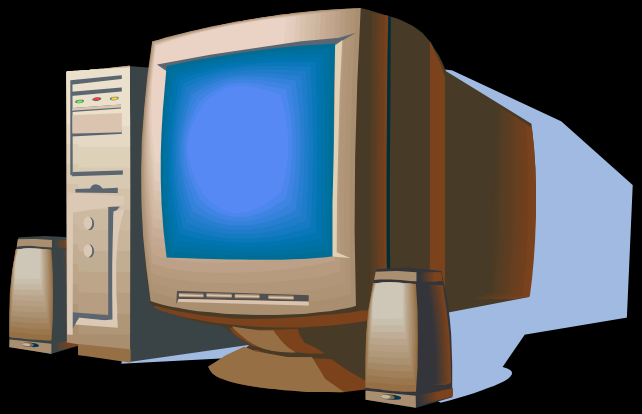


1 Hierarchical Menu Trees Created

Internet

# ENROLLMENT (Cont'd)

**Unit Diary** – Go to Admin shop to request enrollment in a course



**Command UVR-** Enrollment can be processed through the Training NCO

# ***CONFIRMATION OF ENROLLMENT***

## CHECK THESE BEFORE CALLING MCI:

- WEBSITE (HTTP://WWW.MCI.USMC.MIL)
  - Use student access to check your enrollment request
- Command Unit Verification Reports (Command UVR)
- Unit Diary  (Auditing Unit Diary feedback reports)
- 1-800-MCI-USMC/DSN 325-7438

# MAILING TIMES

- EAST COAST : 3 – 5 DAYS

# MAIL HANDLING PROCEDURES

References:

- ALMAR 456-96: Mailing of MCI materials
- ALMAR 205-96: Mail handling procedures for MCI materials
- Official mail of materials must go directly to the student
- NOTE: Each exam is clearly marked: "Student, deliver this envelope UNOPENED to your final exam administrator."

*“IF OFFICIAL MAIL GOES DIRECTLY TO THE STUDENT, HOW DO I AS A TRAINING NCO ENSURE THAT I GET THE YELLOW ENVELOPE WITH THE FINAL EXAMINATION?”*

# ***MONITORING STUDENT'S PROGRESS***

- COMMAND UNIT VERIFICATION REPORT (WWW.MCI.USMC.MIL/COMMANDUVR)
- CHECK MCTFS/3270 (TMCI SCREEN)
- 1-800-MCI-USMC/DSN 325-7438

# PROPER COMPLETION OF A DP-37 EXAM ANSWER SHEET

**ENSURE THAT: All requested student information is properly filled in.**

- The proctor's information is filled in.
- The course number and version letter correspond with the course number on the exam booklet.
- A copy of the answer sheet is retained.
- NOTE: Grading of DP-37 forms will be delayed if required information is not provided.

## MARKING INSTRUCTIONS

CORRECT MARK ●

- Use a No. 2 pencil only.
- Make solid marks that fill the circle completely.
- Erase cleanly any marks you wish to change.
- Make no stray marks on this form.

INCORRECT MARKS ✓ ✗ ◒ ⊙

## STUDENT INFORMATION

JOHN R DOE — NAME

LCPL — RANK

8TH & I STREETS MARINE BARRACKS — UNIT/ADDRESS

WASHINGTON, DC 20390

202-685-0006 — TRAINING NCO PHONE NUMBER

STUDENT SOCIAL SECURITY NUMBER: 1 2 3 4 5 6 7 8 9

## INSTRUCTIONS FOR MARKING YOUR ANSWER SHEET

*FOLLOW THESE INSTRUCTIONS CAREFULLY.*

1. Your name and social security number must appear in the student information block.
2. Fill out the course number block with **ONLY** the course number, not the version.
3. Mark only one answer for each question. Make sure your answer does not spill into the area outside the circle.
4. If you use envelopes other than those provided, address the envelope to Registrar, Marine Corps Institute, 912 Poor Street, S.E., Washington, D.C. 20390-5680.
5. Fold the answer sheet **ONLY** where indicated.

FOLD HERE

## COURSE NUMBER

*THE COURSE NUMBER ON THE ANSWER SHEET MUST AGREE WITH THE COURSE NUMBER ON YOUR FINAL EXAMINATION BOOKLET.*

| | COURSE NUMBER | COURSE NUMBER | EXAM VERSION LETTER |
|---|---|---|---|
| EXAMPLE | 1 2 3 | 0 0 3 3 | A |

## ADMINISTRATOR INFORMATION

FOLD HERE

*INSTRUCTIONS FOR ADMINISTERING THE EXAMINATION*

1. The examination MUST be administered by a training NCO, staff NCO or above (or equivalent for other services), a school principal, a foreign service officer, an employee career development officer, a director of civilian personnel, or a member of the clergy.
2. The examination administrator will:
   a. Maintain continuous supervision of the examinee.
   b. Take necessary precautions to protect the security of this examination.
   c. Ensure that reference materials are used only when provided for in examination instructions.
3. The completed answer sheet and Examination Booklet MUST be returned together in the envelope provided. Failure to return the examination booklet will result in the return of the UNGRADED answer sheet.
4. The examination answer sheet MUST be returned and graded before the student's Course Completion Deadline (CCD) to avoid disenrollment.

ADMINISTRATOR'S SOCIAL SECURITY NUMBER: 9 8 7 6 5 4 3 2 1

**EXAM VALIDATION:** I CERTIFY THAT THIS EXAMINATION HAS BEEN ADMINISTERED IN ACCORDANCE WITH THE INSTRUCTIONS GIVEN ABOVE.

**EXAM ADMINISTRATOR NOTE:** EXAM WILL BE **RETURNED** UNGRADED IF NOT PROPERLY VALIDATED.

C. B. SMITH — PRINTED NAME

CPL/TRAINING NCO — RANK OR TITLE

Carol B. Smith — SIGNATURE

DSN 278-0000 — EXAM ADMINISTRATOR'S PHONE NUMBER

THANK YOU FOR YOUR COOPERATION. IF YOU HAVE ANY QUESTIONS CALL THE MCI HOTLINE (1-800-MCI-USMC)

NCS #23661 DP-37 FORM

ANSWER SHEET
A B C D E
1 T F
2 T F
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INCORRECT MARKS ⊘ ✗ ◒ ⊙

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UNIT/ADDRESS _____

TRAINING NCO PHONE NUMBER _____

STUDENT SOCIAL SECURITY NUMBER

___ - ___ - ____

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DP-37 FORM

# QUESTIONS

# COMMAND | UVR

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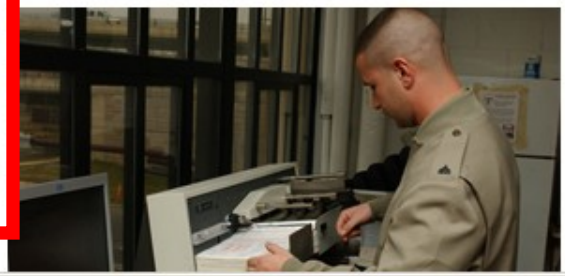

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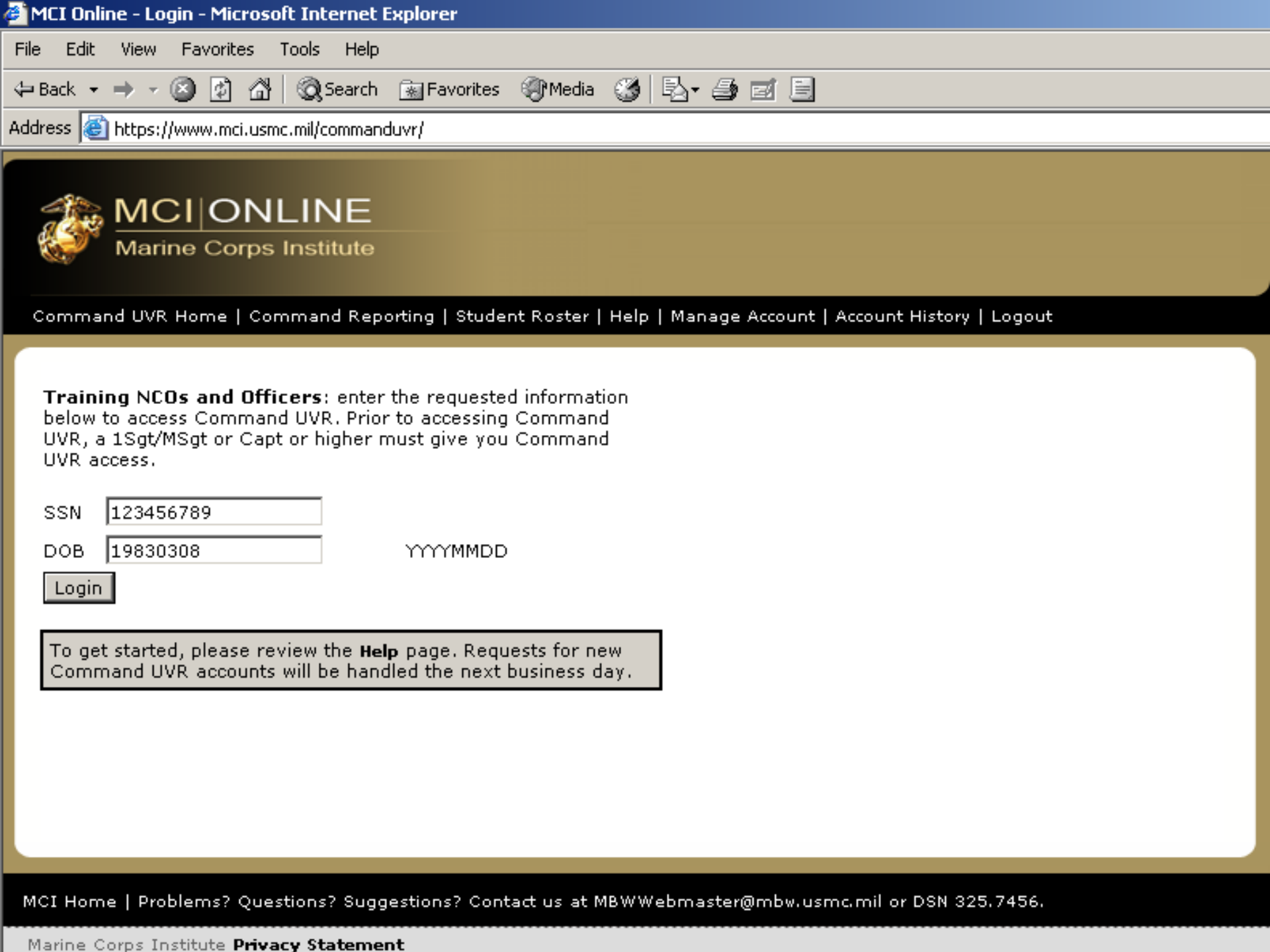
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Training NCOs and Officers: enter the requested information below to access Command UVR. Prior to accessing Command UVR, a 1Sgt/MSgt or Capt or higher must give you Command UVR access.
SSN 123456789
DOB 19830308 YYYYMMDD
Login
To get started, please review the Help page. Requests for new Command UVR accounts will be handled the next business day.
MCI Home | Problems? Questions? Suggestions? Contact us at MBWWebmaster@mbw.usmc.mil or DSN 325.7456.
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**Enter Your Custom Password**

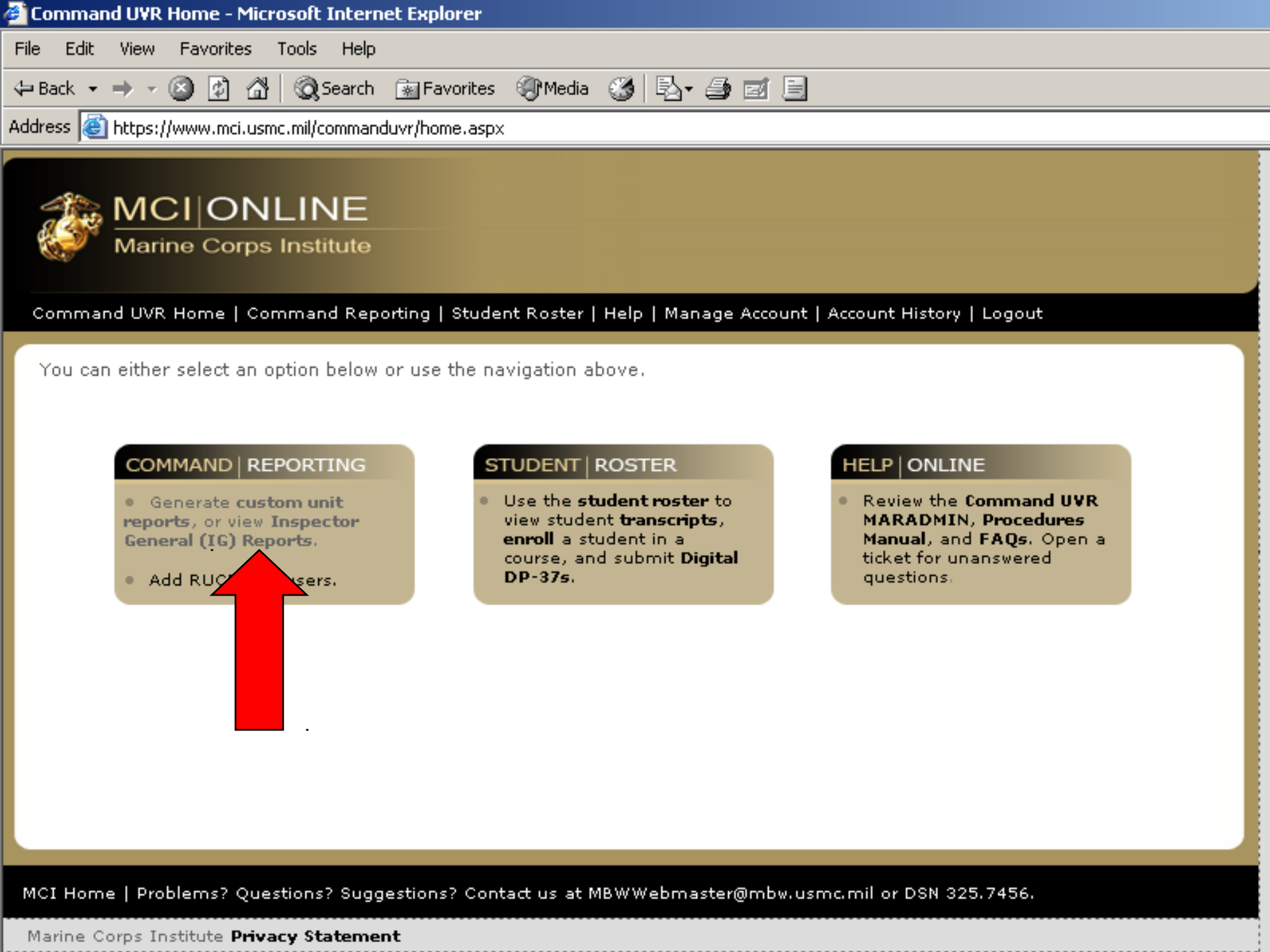
## Password

Custom passwords are unique to you and help protect your identity.

## Enter Your Custom Password

Login

Forgot Your Password? Click Here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You can either select an option below or use the navigation above.
COMMAND | REPORTING
Generate custom unit reports, or view Inspector General (IG) Reports.
Add RUC
sers.
STUDENT | ROSTER
Use the student roster to view student transcripts, enroll a student in a course, and submit Digital DP-37s.
HELP | ONLINE
Review the Command UVR MARADMIN, Procedures Manual, and FAQs. Open a ticket for unanswered questions.
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Address https://www.mci.usmc.mil/commanduvr/reporting.aspx

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Command UVR Home | Command Reporting | Student Roster | Help | Manage Account | Account History | Logout

The **Inspector General Checklist Report Page** is used to check if your command is compliant with the IG Checklist requirements.

The **Custom Command UVR Report Page** is used for generating custom reports within your command.

COMMAND | REPORTING

- Inspector General Checklist
- Custom Command UVR Reporting

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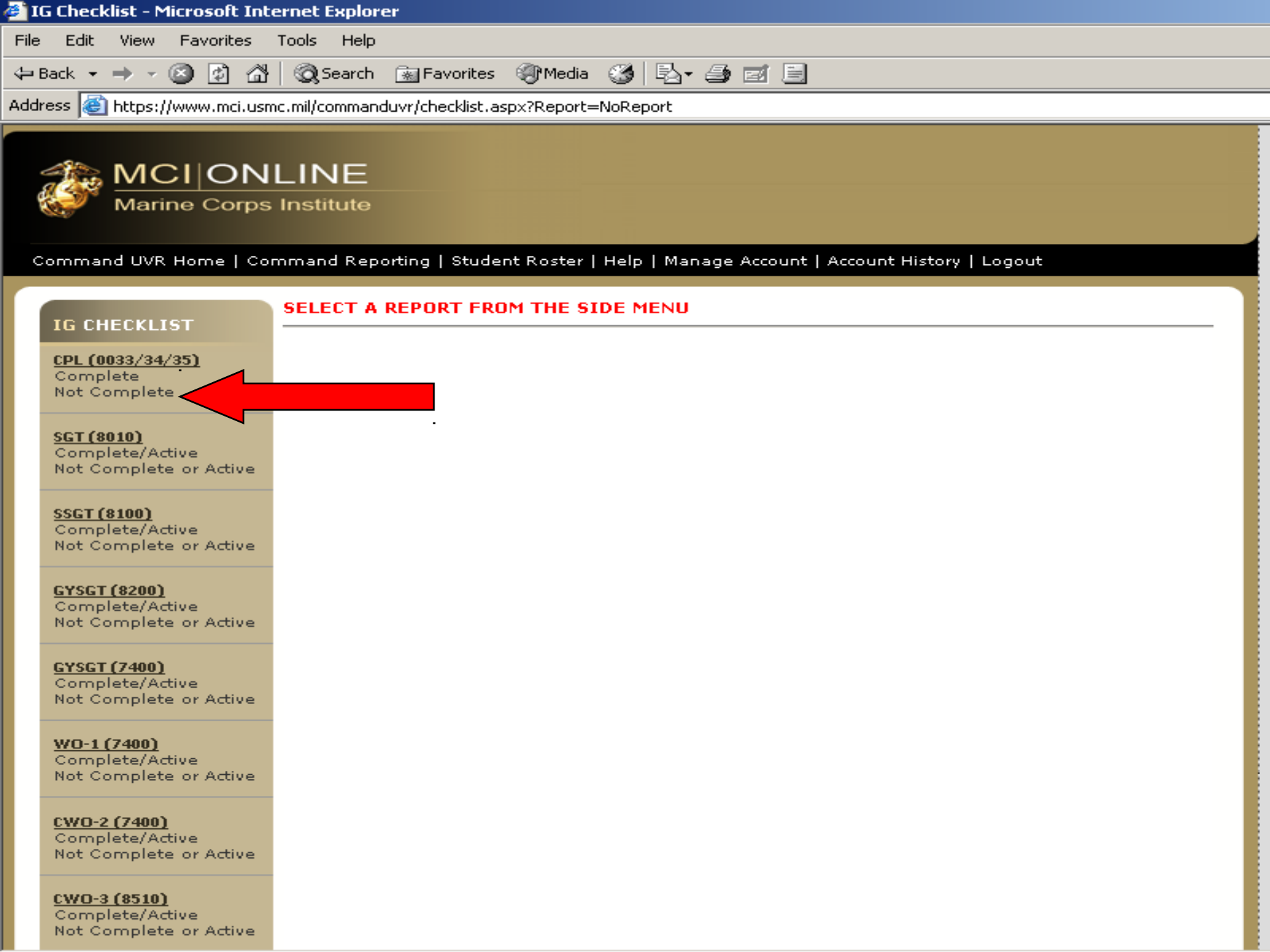
IG Checklist - Microsoft Internet Explorer
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Address https://www.mci.usmc.mil/commanduvr/checklist.aspx?Report=NoReport
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IG CHECKLIST
CPL (0033/34/35)
Complete
Not Complete
SGT (8010)
Complete/Active
Not Complete or Active
SSGT (8100)
Complete/Active
Not Complete or Active
GYSGT (8200)
Complete/Active
Not Complete or Active
GYSGT (7400)
Complete/Active
Not Complete or Active
WO-1 (7400)
Complete/Active
Not Complete or Active
CWO-2 (7400)
Complete/Active
Not Complete or Active
CWO-3 (8510)
Complete/Active
Not Complete or Active
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**IG CHECKLIST**

**CPL (0033/34/35)**
Complete
Not Complete

**SGT (8010)**
Complete/Active
Not Complete or Active

**SSGT (8100)**
Complete/Active
Not Complete or Active

**GYSGT (8200)**
Complete/Active
Not Complete or Active

**GYSGT (7400)**
Complete/Active
Not Complete or Active

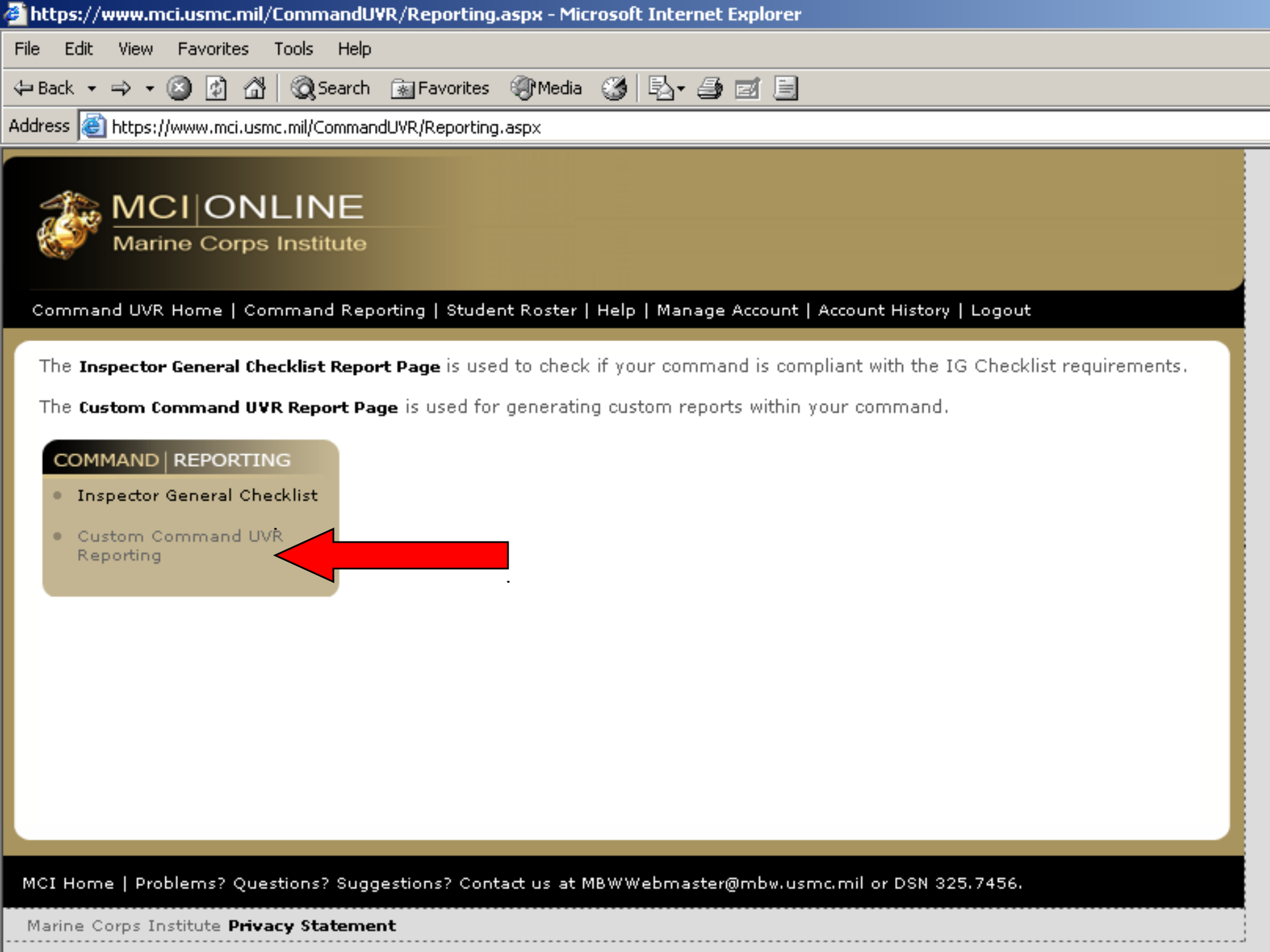
**WO-1 (7400)**
Complete/Active
Not Complete or Active

**CWO-2 (7400)**
Complete/Active
Not Complete or Active

**CWO-3 (8510)**
Complete/Active
Not Complete or Active

**RANK:** Corporal | **COURSE(S):** (0033/34/35) | **TYPE:** Not Complete

| RANK | LAST | FIRST | SSN | CRS | TITLE | GRD | COMP | DIS |
|---|---|---|---|---|---|---|---|---|
| CPL | HUNDLEY | HAROLD | *****9800 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | HUNDLEY | HAROLD | *****9800 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | COLLINS | BRIAN | *****8588 | 0033 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | MORRIS | JOSEPH | *****8657 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | GARGRAVE | DALE | *****4216 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | SOUTHERN J | LEWIS | *****3576 | 033 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | HETHERINGT | COLBY | *****4457 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | CLARK | AARON | *****7738 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | HAYS | JOHN | *****1066 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | FRAZIER | RYAN | *****2027 | 0035 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | PROVINCE | VINCENT | *****8268 | 0034 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | DEAN | SETH | *****8341 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | WEAVER III | AMON | *****8366 | 0033 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | NORRIS | DEREK | *****2544 | 0034 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | BUCKLEY | SHATWANDA | *****0516 | 033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | SANGUINE | KIERA | *****4533 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | GORNEY | JOHN | *****0117 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | WALLEN | CAVEL | *****0099 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | MCMILLAN | FABRIZIO | *****6240 | 033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | HOBBINS | NEIL | *****2695 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |
| CPL | PIRES | DANITA | *****8591 | 0033 | FUNDAMENTALS OF M... | N/A | N | Y |
| CPL | LEWIS JR | MAURICE | *****8454 | 0033 | FUNDAMENTALS OF M... | N/A | N | N |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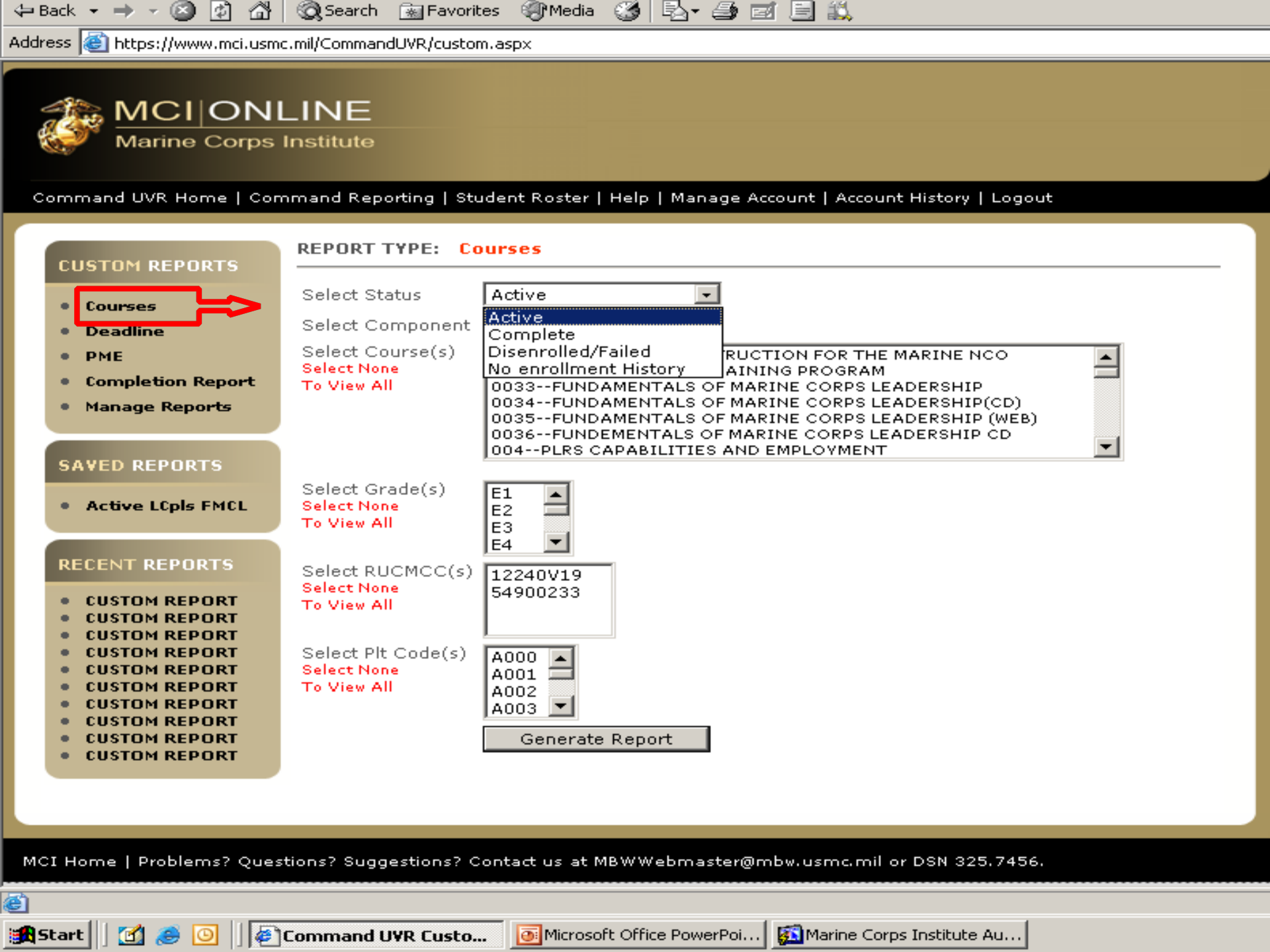
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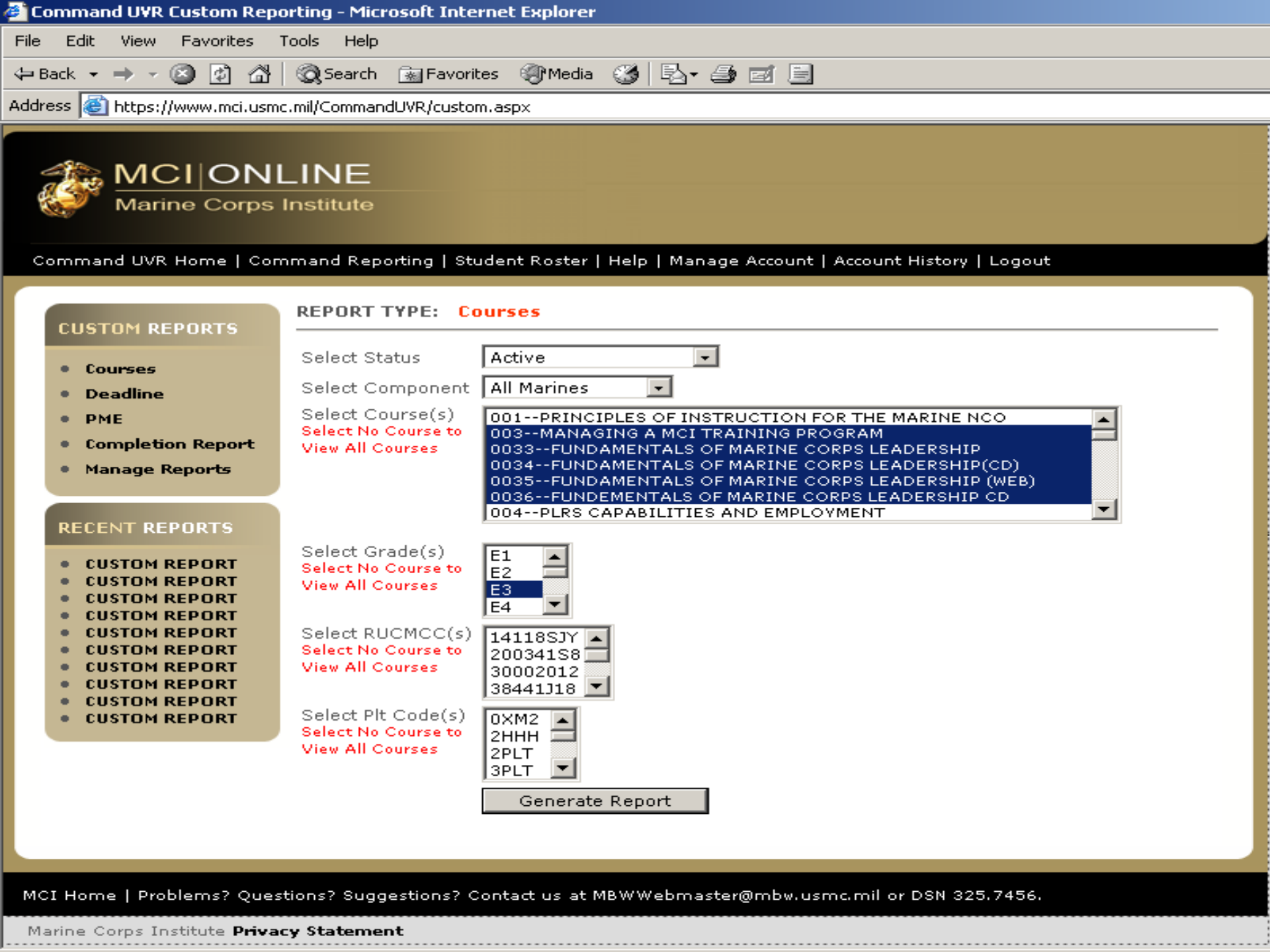
CUSTOM REPORTS
Courses
Deadline
PME
Completion Report
Manage Reports
SAVED REPORTS
Active LCpls FMCL
RECENT REPORTS
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
CUSTOM REPORT
REPORT TYPE: Courses
Select Status
Active
Active
Complete
Disenrolled/Failed
No enrollment History
Select Component
Select Course(s)
Select None
To View All
RUCTION FOR THE MARINE NCO
AINING PROGRAM
0033--FUNDAMENTALS OF MARINE CORPS LEADERSHIP
0034--FUNDAMENTALS OF MARINE CORPS LEADERSHIP(CD)
0035--FUNDAMENTALS OF MARINE CORPS LEADERSHIP (WEB)
0036--FUNDEMENTALS OF MARINE CORPS LEADERSHIP CD
004--PLRS CAPABILITIES AND EMPLOYMENT
Select Grade(s)
Select None
To View All
E1
E2
E3
E4
Select RUCMCC(s)
Select None
To View All
12240V19
54900233
Select Plt Code(s)
Select None
To View All
A000
A001
A002
A003
Generate Report
MCI Home | Problems? Questions? Suggestions? Contact us at MBWWebmaster@mbw.usmc.mil or DSN 325.7456.
Start
Command UVR Custo...
Microsoft Office PowerPoi...
Marine Corps Institute Au...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CUSTOM REPORT
REPORT TYPE: Courses
Select Status
Active
Select Component
All Marines
Select Course(s)
Select No Course to View All Courses
001--PRINCIPLES OF INSTRUCTION FOR THE MARINE NCO
003--MANAGING A MCI TRAINING PROGRAM
0033--FUNDAMENTALS OF MARINE CORPS LEADERSHIP
0034--FUNDAMENTALS OF MARINE CORPS LEADERSHIP(CD)
0035--FUNDAMENTALS OF MARINE CORPS LEADERSHIP (WEB)
0036--FUNDEMENTALS OF MARINE CORPS LEADERSHIP CD
004--PLRS CAPABILITIES AND EMPLOYMENT
Select Grade(s)
Select No Course to View All Courses
E1
E2
E3
E4
Select RUCMCC(s)
Select No Course to View All Courses
14118SJY
200341S8
30002012
38441J18
Select Plt Code(s)
Select No Course to View All Courses
0XM2
2HHH
2PLT
3PLT
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**REPORT SUMMARY - (TYPE: *Courses*)**

**Status:** *Active*
**Component:** *Active Marines*
**Course(s):** *(003, 0033, 0034, 0035, 0036)*
**Grade(s):** *(E3)*
**RUCMCC(s):** *(54900233)*
**PltCode(s):** *All Selected*

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**REPORT SUMMARY - (TYPE:** *Courses)*

**Status:** *Active*
**Component:** *Active Marines*
**Course(s):** *(003, 0033, 0034, 0035, 0036)*
**Grade(s):** *(E3)*
**RUCMCC(s):** *(54900233)*
**PltCode(s):** *All Selected*

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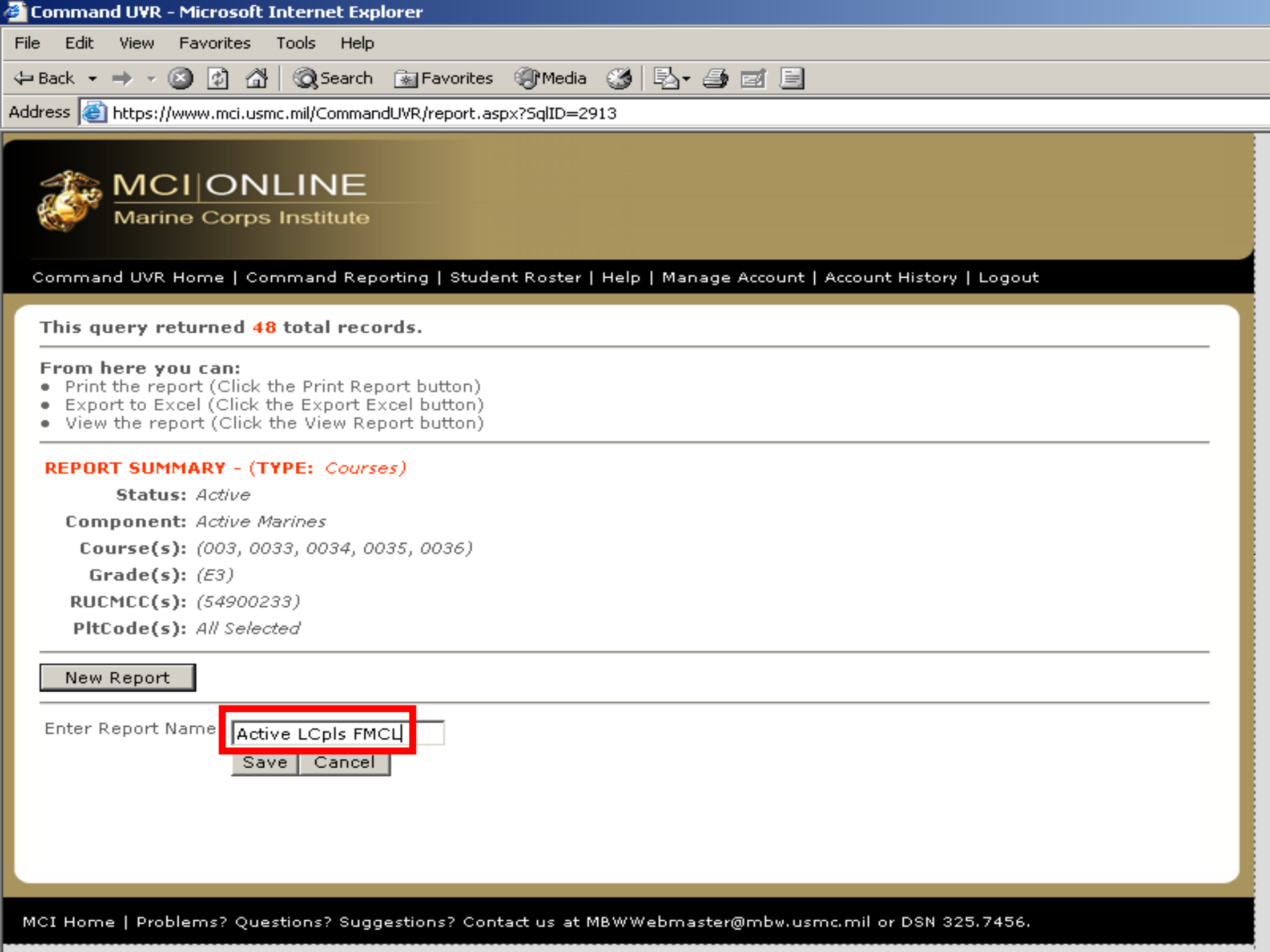
| LAST | FIRST | SSN | TYPE | COURSE | TITLE | ENROLLED | DEADLINE | RUCMCC | PLT |
|---|---|---|---|---|---|---|---|---|---|
| ANDREWS | GARRETT | *****3748 | (A) | 0033 | FUNDAMENTALS OF M... | 14-JAN-04 | 14-JAN-06 | 54900233 | AC03 |
| BALLARD | WARREN | *****3118 | (A) | 0033 | FUNDAMENTALS OF M... | 20-NOV-03 | 20-NOV-05 | 54900233 | BC01 |
| BECKUM | KEVIN | *****5760 | (A) | 0033 | FUNDAMENTALS OF M... | 07-MAY-04 | 07-MAY-06 | 54900233 | HSS4 |
| BIVINS | DAVID | *****6752 | (A) | 0033 | FUNDAMENTALS OF M... | 15-FEB-05 | 15-FEB-07 | 54900233 | BC01 |
| BRETZMAN | RYAN | *****2966 | (A) | 0033 | FUNDAMENTALS OF M... | 18-FEB-04 | 18-FEB-06 | 54900233 | BC01 |
| BRICKETT | TRAVIS | *****1491 | (A) | 0033 | FUNDAMENTALS OF M... | 23-FEB-05 | 23-FEB-07 | 54900233 | AC01 |
| BURKS | JOSHUA | *****9657 | (A) | 0033 | FUNDAMENTALS OF M... | 11-DEC-03 | 11-DEC-05 | 54900233 | BC00 |
| DETER | BRANDON | *****6721 | (A) | 0033 | FUNDAMENTALS OF M... | 01-APR-04 | 01-APR-06 | 54900233 | BC03 |
| EBERT | ANDREW | *****0372 | (A) | 0033 | FUNDAMENTALS OF M... | 18-OCT-04 | 18-OCT-06 | 54900233 | BC03 |
| FANNIN | CAVIN | *****2485 | (A) | 0033 | FUNDAMENTALS OF M... | 16-SEP-04 | 16-SEP-06 | 54900233 | HSGD |
| FORD | JASON | *****2969 | (A) | 0033 | FUNDAMENTALS OF M... | 27-JAN-05 | 27-JAN-07 | 54900233 | AC01 |
| FRANKLIN | RAY | *****3474 | (A) | 0033 | FUNDAMENTALS OF M... | 04-OCT-05 | 04-OCT-07 | 54900233 | AC03 |
| GILBERT | MATTHEW | *****8607 | (A) | 0033 | FUNDAMENTALS OF M... | 04-AUG-04 | 04-AUG-06 | 54900233 | HSHQ |
| HANCOCK | ZACHARY | *****2571 | (A) | 0033 | FUNDAMENTALS OF M... | 19-APR-04 | 19-APR-06 | 54900233 | BC03 |
| HANSEN | RICHARD | *****0940 | (A) | 0033 | FUNDAMENTALS OF M... | 09-FEB-04 | 09-FEB-06 | 54900233 | AC01 |
| HAUN | JOSHUA | *****6812 | (A) | 0033 | FUNDAMENTALS OF M... | 25-AUG-05 | 25-AUG-07 | 54900233 | AC01 |
| KALINA | CHRISTOPHE | *****7195 | (A) | 0033 | FUNDAMENTALS OF M... | 28-APR-05 | 28-APR-07 | 54900233 | HSGD |
| KELLOGG | BRIAN | *****0003 | (A) | 0033 | FUNDAMENTALS OF M... | 15-SEP-04 | 15-SEP-06 | 54900233 | AC01 |
| KELSCH III | ROBERT | *****4463 | (A) | 0033 | FUNDAMENTALS OF M... | 18-OCT-04 | 18-OCT-06 | 54900233 | BC03 |
| LATHEM | RYAN | *****8508 | (A) | 0033 | FUNDAMENTALS OF M... | 29-MAR-04 | 29-MAR-06 | 54900233 | BC00 |
| LEY | BRIAN | *****8198 | (A) | 0033 | FUNDAMENTALS OF M... | 05-MAY-05 | 05-MAY-07 | 54900233 | HSGD |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Component: Active Marines
Course(s): (003, 0033, 0034, 0035, 0036)
Grade(s): (E3)
RUCMCC(s): (54900233)
PltCode(s): All Selected
New Report
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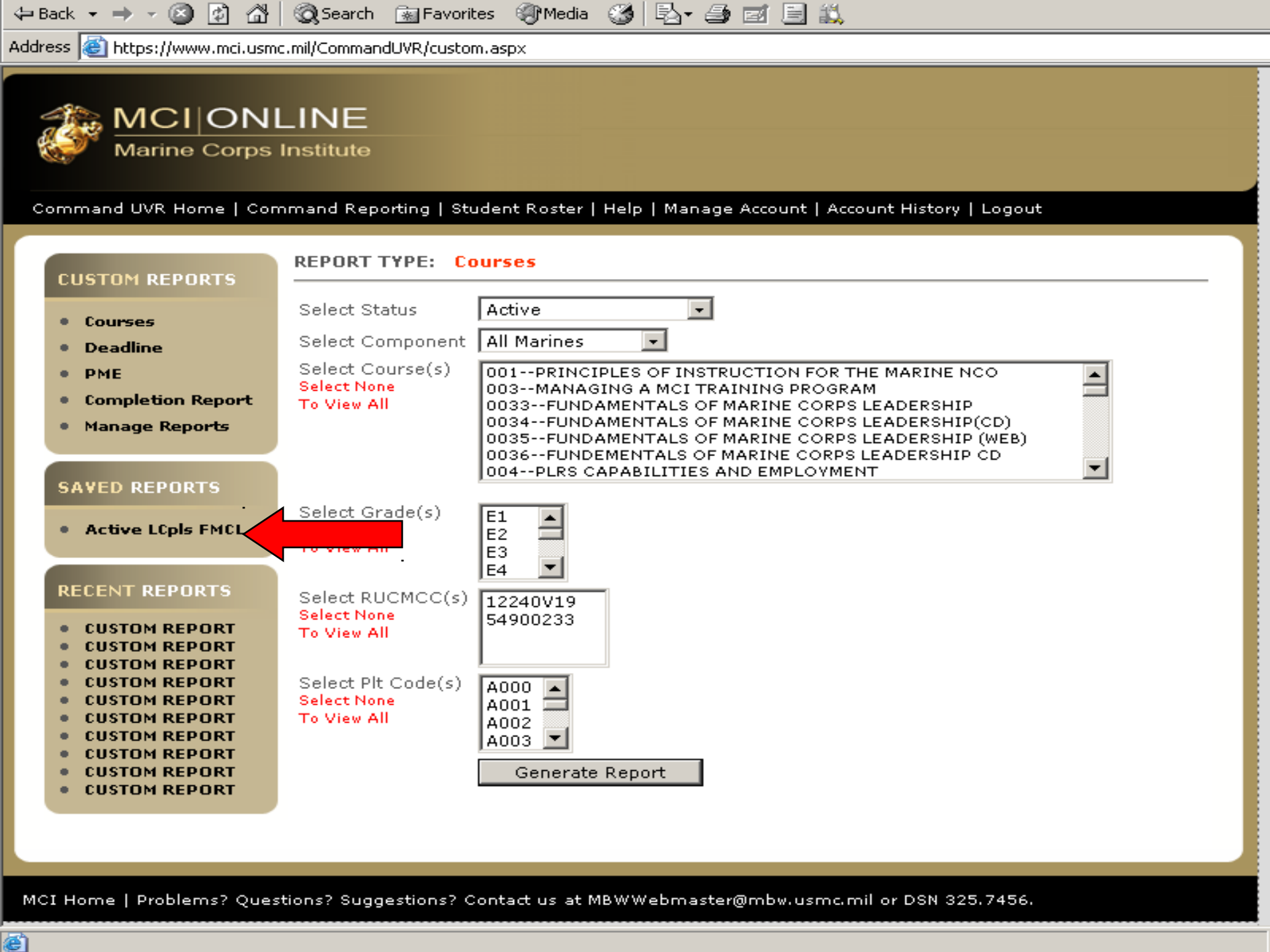
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CUSTOM REPORT
REPORT TYPE: Courses
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Active
Select Component
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Select Course(s)
Select None
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0034--FUNDAMENTALS OF MARINE CORPS LEADERSHIP(CD)
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0036--FUNDEMENTALS OF MARINE CORPS LEADERSHIP CD
004--PLRS CAPABILITIES AND EMPLOYMENT
Select Grade(s)
E1
E2
E3
E4
Select RUCMCC(s)
Select None
To View All
12240V19
54900233
Select Plt Code(s)
Select None
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A000
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A002
A003
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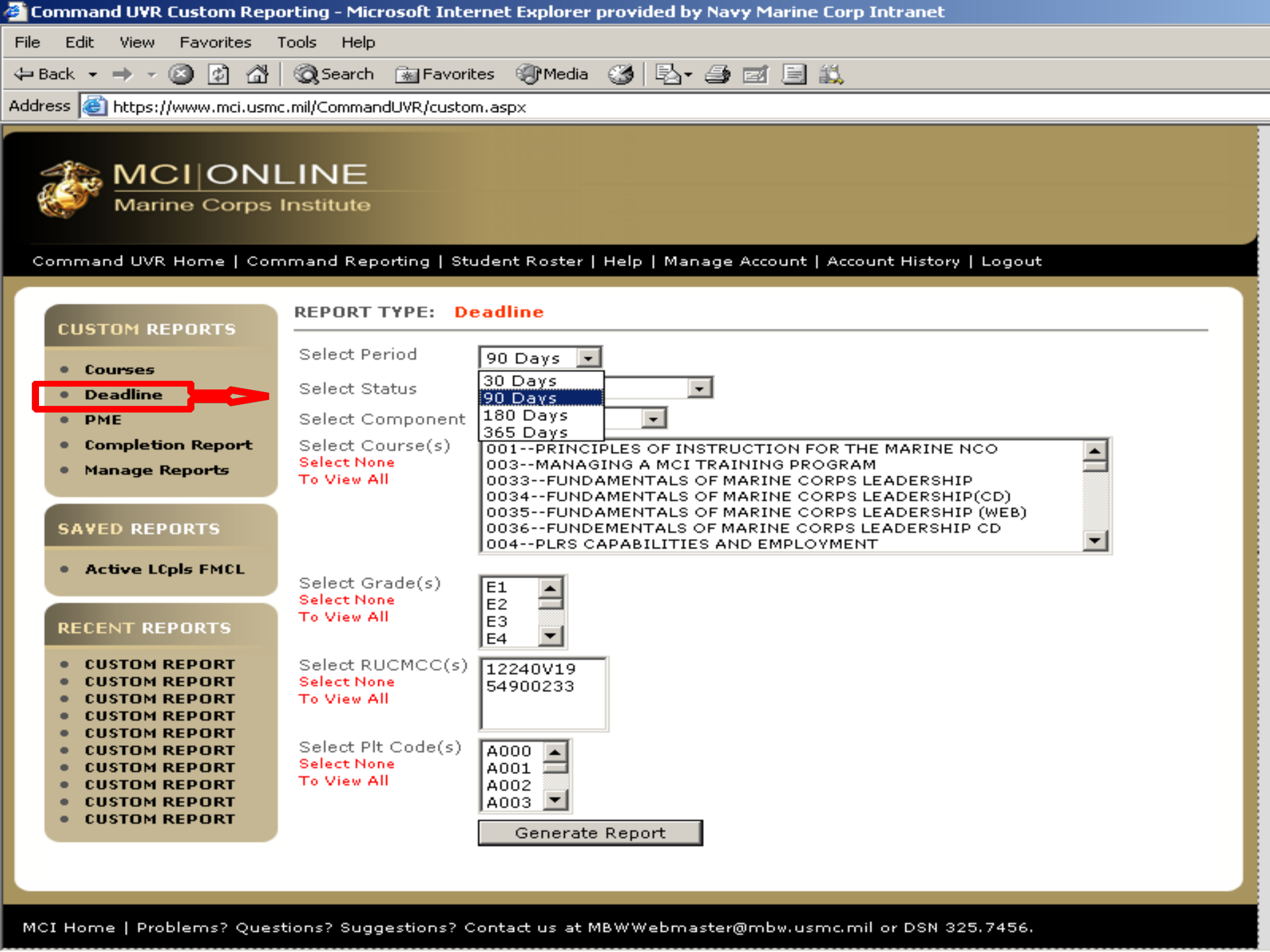
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REPORT TYPE: Deadline
Select Period
90 Days
30 Days
90 Days
180 Days
365 Days
Select Status
Select Component
Select Course(s)
Select None
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Select Grade(s)
Select None
To View All
E1
E2
E3
E4
Select RUCMCC(s)
Select None
To View All
12240V19
54900233
Select Plt Code(s)
Select None
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A001
A002
A003
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- CUSTOM REPORT
- CUSTOM REPORT

**REPORT TYPE: Deadline**

Select Period: 90 Days

Select Status: Active

Select Component: All Marines

All Marines
Active Marines
Reserve Marines
All Services

Select Course(s)
Select None
To View All

INSTRUCTION FOR THE MARINE NCO
CI TRAINING PROGRAM
LS OF MARINE CORPS LEADERSHIP
LS OF MARINE CORPS LEADERSHIP(CD)
0035--FUNDAMENTALS OF MARINE CORPS LEADERSHIP (WEB)
0036--FUNDEMENTALS OF MARINE CORPS LEADERSHIP CD
004--PLRS CAPABILITIES AND EMPLOYMENT

Select Grade(s)
Select None
To View All

E1
E2
E3
E4

Select RUCMCC(s)
Select None
To View All

12240V19
54900233

Select Plt Code(s)
Select None
To View All

19BB
A000
A001
A002

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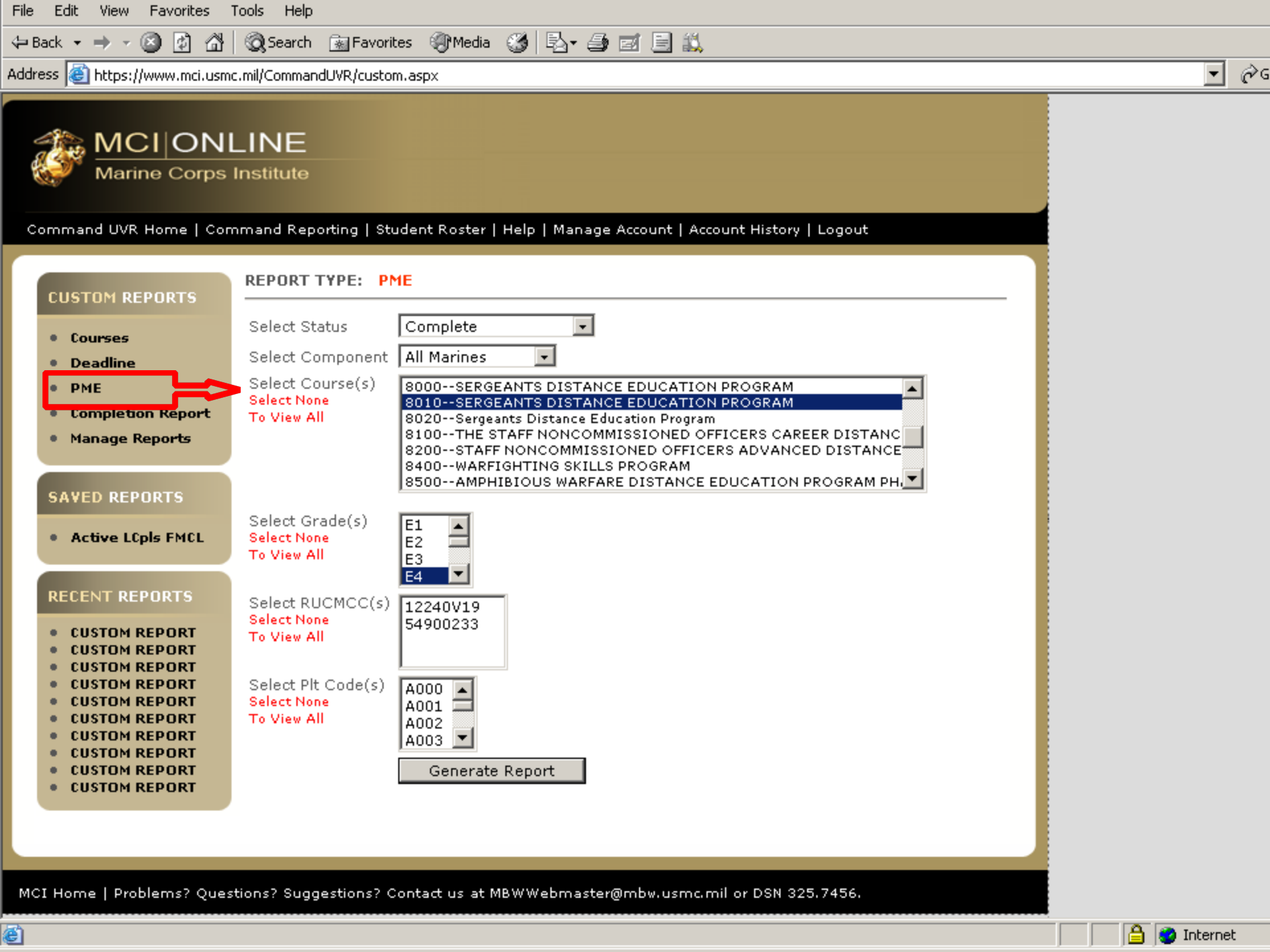
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CUSTOM REPORT
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CUSTOM REPORT
REPORT TYPE: PME
Select Status
Complete
Select Component
All Marines
Select Course(s)
Select None
To View All
8000--SERGEANTS DISTANCE EDUCATION PROGRAM
8010--SERGEANTS DISTANCE EDUCATION PROGRAM
8020--Sergeants Distance Education Program
8100--THE STAFF NONCOMMISSIONED OFFICERS CAREER DISTANC
8200--STAFF NONCOMMISSIONED OFFICERS ADVANCED DISTANCE
8400--WARFIGHTING SKILLS PROGRAM
8500--AMPHIBIOUS WARFARE DISTANCE EDUCATION PROGRAM PH
Select Grade(s)
Select None
To View All
E1
E2
E3
E4
Select RUCMCC(s)
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To View All
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Select Plt Code(s)
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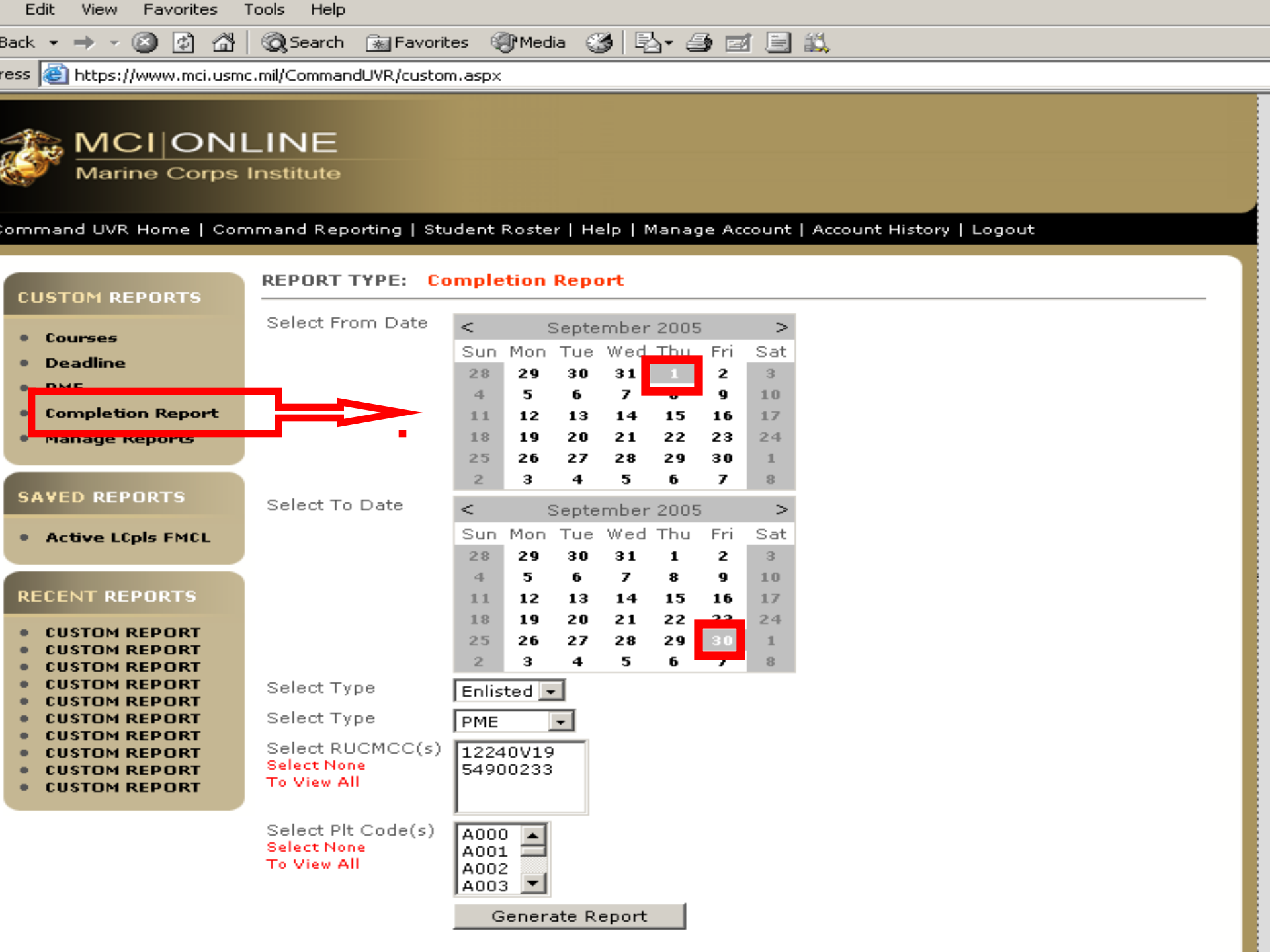
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REPORT TYPE: Completion Report
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4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
Select To Date
< September 2005 >
Sun Mon Tue Wed Thu Fri Sat
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11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1
2 3 4 5 6 7 8
Select Type
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Select Type
PME
Select RUCMCC(s)
Select None
To View All
12240V19
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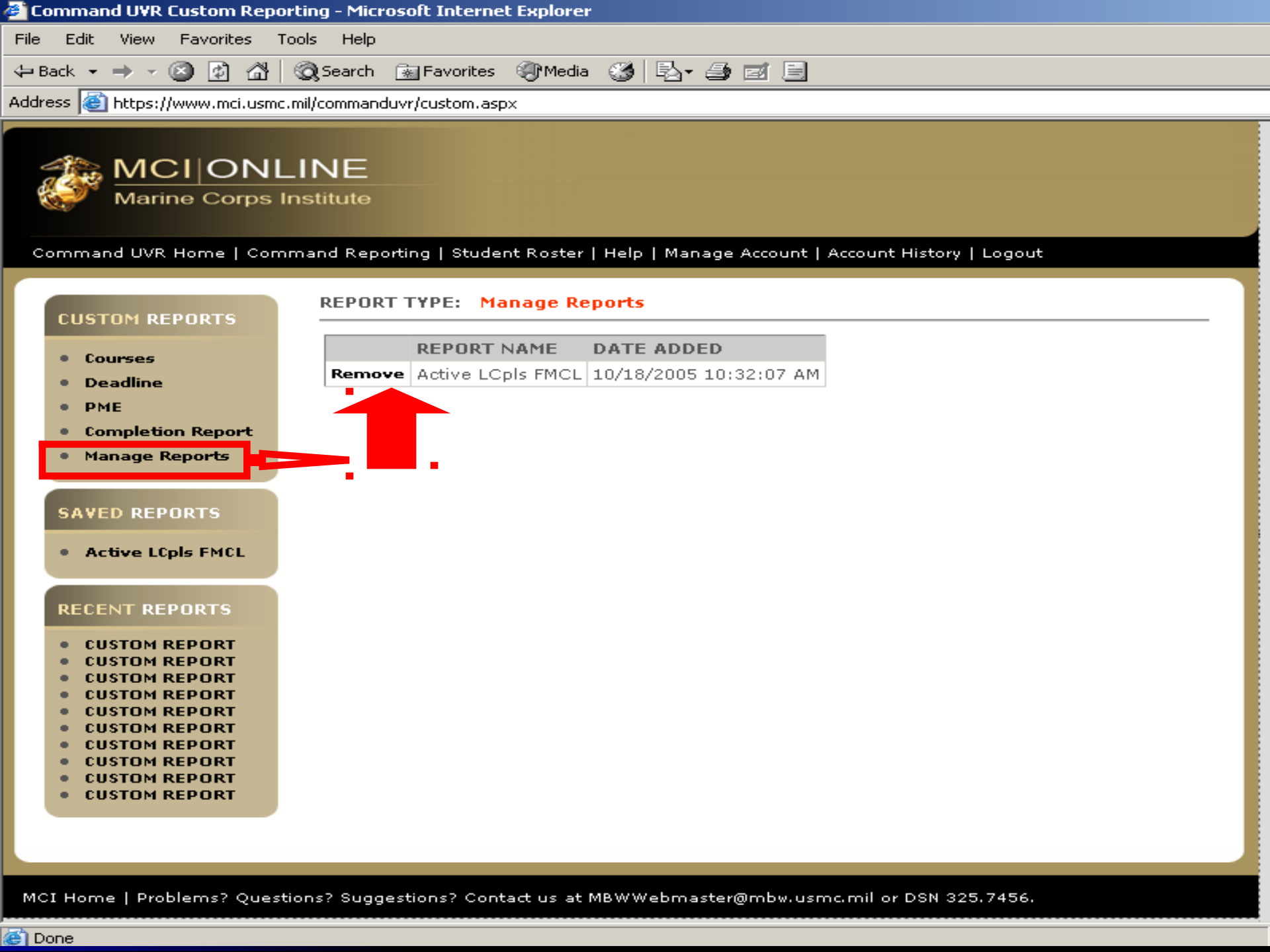
Select Plt Code(s)
Select None
To View All
A000
A001
A002
A003
Generate Report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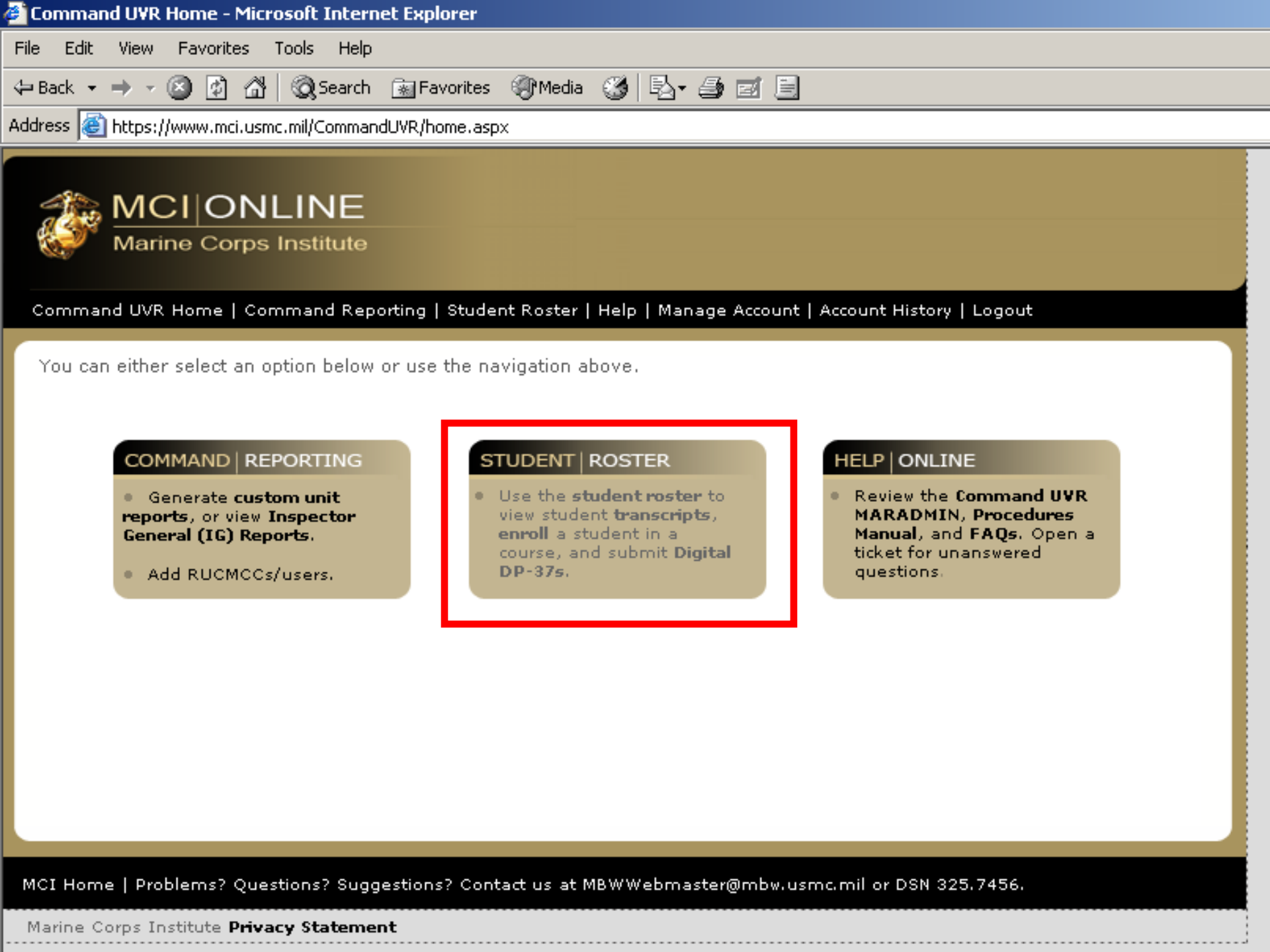
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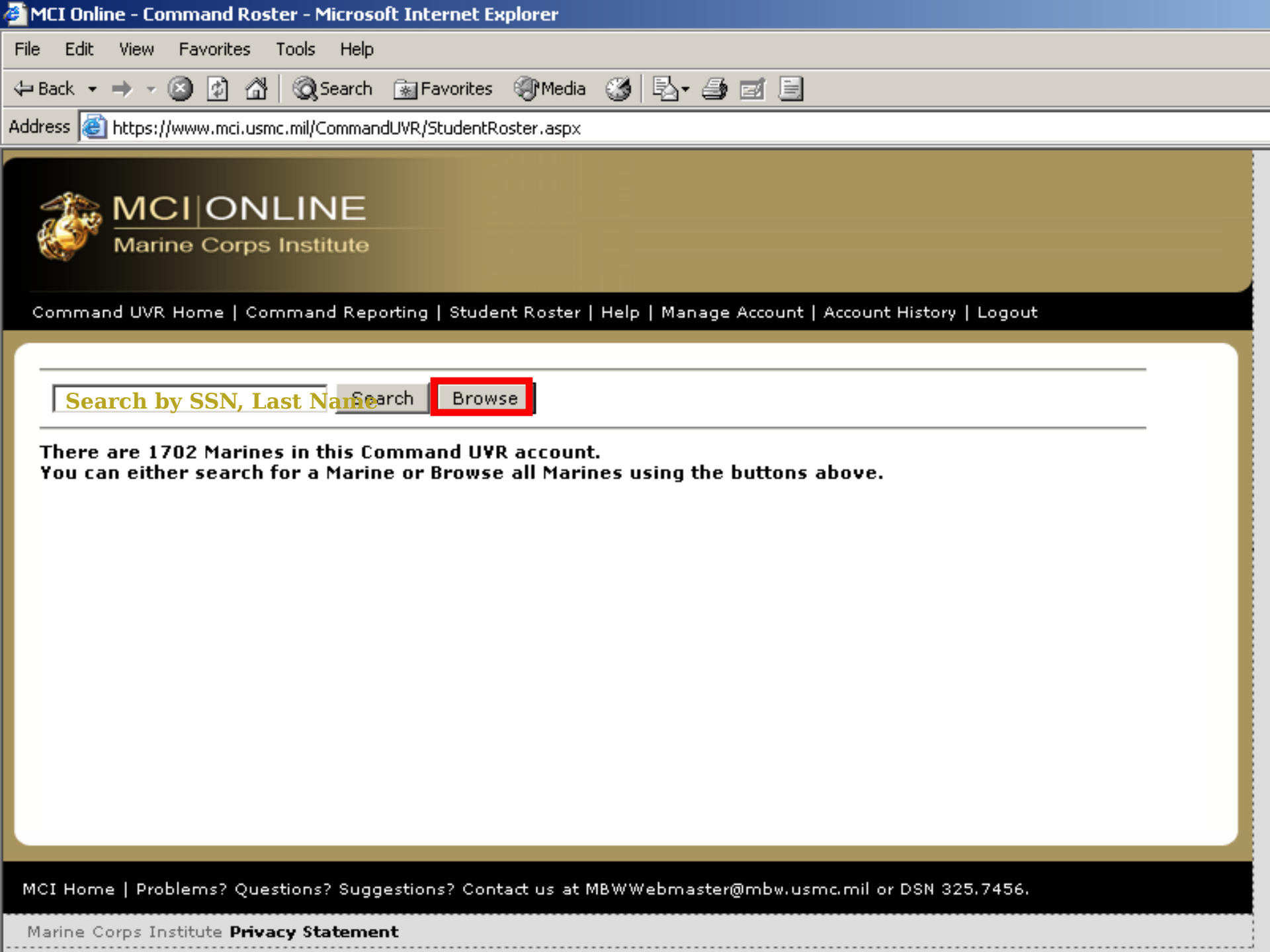
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| MARTIN | CRAIG | LCPL | *****6105 | 1293054 | 54900233 | Transcript | Enroll | DDP37 |
| MARTIN | DANIEL | CAPT | *****4455 | 113155 | 54900233 | Transcript | Enroll | DDP37 |
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| MARTINEZ | ESTEBAN | CPL | *****4253 | 1125275 | 14118SJY | Transcript | Enroll | DDP37 |
| MARTINEZ | HAYDEE | SGT | *****8553 | 1161612 | 30002012 | Transcript | Enroll | DDP37 |
| MARTINEZ | JOSE | CPL | *****3649 | 1227506 | 30002012 | Transcript | Enroll | DDP37 |
| MARTINEZ | ROBERTO | LCPL | *****9117 | 1167655 | 14118SJY | Transcript | Enroll | DDP37 |
| MARTINEZ | SERGIO | CPL | *****1011 | 1205860 | 200341S8 | Transcript | Enroll | DDP37 |
| MARZONI | CHRISTOPHE | LCPL | *****8534 | 1294958 | 54900233 | Transcript | Enroll | DDP37 |
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| MASSEY | ERIC | PFC | *****3744 | 1307493 | 30002012 | Transcript | Enroll | DDP37 |
| MASSEY | KORY | LCPL | *****4423 | 1306097 | 30002012 | Transcript | Enroll | DDP37 |
| MATORY | WILLIAM | CAPT | *****0446 | 1142358 | 30002012 | Transcript | Enroll | DDP37 |
| MAURA | RICHARD | LCPL | *****3278 | 1277370 | 30002012 | Transcript | Enroll | DDP37 |
| MAURER | TIMOTHY | CPL | *****9331 | 1221903 | 54900233 | Transcript | Enroll | DDP37 |
| MAXSON | LUKE | LCPL | *****0716 | 1301629 | 54900233 | Transcript | Enroll | DDP37 |
| MAXWELL | BENJAMIN | LCPL | *****5179 | 1307969 | 54900233 | Transcript | Enroll | DDP37 |
| MAXWELL JR | SIMON | CPL | *****3366 | 1210786 | 54900233 | Transcript | Enroll | DDP37 |
| MAY | JUSTIN | LCPL | *****4355 | 1254964 | 54900233 | Transcript | Enroll | DDP37 |
| MAY | NICHOLAS | CPL | *****6368 | 1237415 | 200341S8 | Transcript | Enroll | DDP37 |
| MAYFIELD | CHRISTOPHE | GYSGT | *****3402 | 226641 | 30002012 | Transcript | Enroll | DDP37 |
| MAYGERS JR | ROBERT | CWO2 | *****7296 | 133737 | 30002012 | Transcript | Enroll | DDP37 |

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ENROLL
DIGITAL DP-37

**CURRENT MARINE:**

CPL JAMAL M MASSENGALE

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|---|---|---|---|---|
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| 0324G | OPERATIONS AGAINST GUERRILLA U | 05-JUN-03 | 06-JUN-03 | 05-DEC-05 |
| 0414A | GROUND MAINTENANCE MANAGEMENT | 05-JUN-03 | 06-JUN-03 | 05-DEC-05 |
| 8100 | THE STAFF NONCOMMOSSIONED OFFI | 31-AUG-05 | N/A | 31-AUG-10 |
| 8101 | SNCODEP LEADERSHIP AND ADMINIS | 31-AUG-05 | N/A | 31-AUG-10 |
| 8102 | SNCOCDEP MILITARY STUDIES | 31-AUG-05 | N/A | 31-AUG-10 |
| 8103 | SNCOCDEP WARFIGHTING TECHNIQUE | 31-AUG-05 | N/A | 31-AUG-10 |
| 8104 | SNCODEP TACTICAL DECISION MAKI | 31-AUG-05 | N/A | 31-AUG-10 |
| 8105 | SNCOCDEP LEADERSHIP CREDO | 31-AUG-05 | N/A | 31-AUG-10 |

**COMPLETED COURSES**

| Course | Title | Grade | Action Date | |
|---|---|---|---|---|
| 001A | PRINCIPLES OF INSTRUCTION FOR ... | 70 | 07-OCT-02 | |
| 0112B | COUNSELING FOR MARINES... | 93 | 05-AUG-05 | |
| 0118K | SPELLING... | 69 | 07-OCT-02 | |

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| | | | | |
|---|---|---|---|---|
| 8015A | WARFIGHTING TACTICS... | 80 | 19-MAY-05 | |
| 8016A | WARFIGHTING TECHNIQUES... | 93 | 19-MAY-05 | |
| 8017A | WEAPONS... | 94 | 05-APR-05 | |

**DISENROLLED/FAILED COURSES**

| Course | Title | Grade | Action Date |
|---|---|---|---|
| 0201 | INTELLIGENCE BRIEF: SOUTHWEST ... | N/A | N/A |
| 1142B | SOLID STATE DEVICES... | N/A | N/A |
| 7100 | SNCO CAREER DISTANCE EDUCATION... | N/A | N/A |
| 7103 | TACTICAL COMMUNICATIONS... | N/A | N/A |
| 7104F | PERSONNEL ADMINISTRATION... | N/A | N/A |
| 7105F | MILITARY JUSTICE... | N/A | N/A |
| 7106B | LEADERSHIP... | N/A | N/A |
| 7107C | MILITARY TRAINING... | N/A | N/A |
| 7108E | DRILLS, CEREMONIES, UNIFORM RE... | N/A | N/A |
| 7109B | MARINE CORPS HISTORY AND TRADI... | N/A | N/A |
| 7110 | OPERATIONS... | N/A | N/A |
| 8010 | SERGEANTS DISTANCE EDUCATION P... | N/A | N/A |
| 8011 | BASIC GRAMMAR... | N/A | N/A |
| 8012 | LEADERSHIP... | N/A | N/A |
| 8013 | MILITARY STUDIES... | N/A | N/A |
| 8014 | INTRODUCTION TO WARFIGHTING... | N/A | N/A |
| 8015 | WARFIGHTING TACTICS... | N/A | N/A |
| 8016 | WARFIGHTING TECHNIQUES... | N/A | N/A |
| 8017 | WEAPONS... | N/A | N/A |

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TRANSCRIPT
ENROLL
DIGITAL DP-37

**CURRENT MARINE:**
CPL JAMAL M MASSENGALE

**VIEW STUDENT ROSTER**
- or -
Enter New SSN View

**COURSE STATISTICS**
Active: **9** | Complete: **20** | Disenrolled/Failed: **19** | **Total Activity: 48**

**Search Another Transcript**

**ACTIVE COURSES [Administer Digital DP-37]**

| Course | Title | Enroll Date | Ship Date | Deadline Date |
|---|---|---|---|---|
| 028B | INTRODUCTION TO COMBAT INTELLI | 05-JUN-03 | 06-JUN-03 | 05-DEC-05 |
| 0324G | OPERATIONS AGAINST GUERRILLA U | 05-JUN-03 | 06-JUN-03 | 05-DEC-05 |
| 0414A | GROUND MAINTENANCE MANAGEMENT | 05-JUN-03 | 06-JUN-03 | 05-DEC-05 |
| 8100 | THE STAFF NONCOMMOSSIONED OFFI | 31-AUG-05 | N/A | 31-AUG-10 |
| 8101 | SNCODEP LEADERSHIP AND ADMINIS | 31-AUG-05 | N/A | 31-AUG-10 |
| 8102 | SNCOCDEP MILITARY STUDIES | 31-AUG-05 | N/A | 31-AUG-10 |
| 8103 | SNCOCDEP WARFIGHTING TECHNIQUE | 31-AUG-05 | N/A | 31-AUG-10 |
| 8104 | SNCODEP TACTICAL DECISION MAKI | 31-AUG-05 | N/A | 31-AUG-10 |
| 8105 | SNCOCDEP LEADERSHIP CREDO | 31-AUG-05 | N/A | 31-AUG-10 |

**COMPLETED COURSES**

| Course | Title | Grade | Action Date | |
|---|---|---|---|---|
| 001A | PRINCIPLES OF INSTRUCTION FOR ... | 70 | 07-OCT-02 | |
| 0112B | COUNSELING FOR MARINES... | 93 | 05-AUG-05 | |
| 0118K | SPELLING... | 69 | 07-OCT-02 | |

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| | | |
|---|---|---|
| TRANSCRIPT<br>ENROLL<br>DIGITAL DP-37 | **CURRENT MARINE:**<br>CPL JAMAL M MASSENGALE | **VIEW STUDENT ROSTER**<br>- or -<br>Enter New SSN View |

**Start a new exam:**

| | |
|---|---|
| 028 | INTRODUCTION TO COMBAT INTELLIGENCE |
| 0324 | OPERATIONS AGAINST GUERRILLA UNITS |
| 0414 | GROUND MAINTENANCE MANAGEMENT PROCEDURES FOR SUPERVISORS |
| 8101 | SNCODEP LEADERSHIP AND ADMINISTRATION |
| 8102 | SNCOCDEP MILITARY STUDIES |
| 8103 | SNCOCDEP WARFIGHTING TECHNIQUES |
| 8104 | SNCODEP TACTICAL DECISION MAKING |
| 8105 | SNCOCDEP LEADERSHIP CREDO |

All active courses are listed above. If the Marine has recently enrolled in a course, it may take up to 24 hours for the course to be available for Digital DP-37. To see all courses (active, complete, and disenrolled), view the **Transcript**.

Done

Back Search Favorites Media
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Enter proctor's information and exam version, check the certification checkbox, and then click the Next.

Rank / Title* Training NCO

Last Name* Avitabile

First Name* Adam

Middle Initial F

Phone Number* 202-555-5555

Email Address m.f.avitabile@usmc.mil

Exam Version* I

I
J

igital DP-37 will be graded against the selected Exam Version.
According to MCI Records, you should take exam version I.

**elp: How can I determine my exam version?**

**Help: What if my exam version is not an option?**

Instructions for Administering the Examination

1. The examination MUST be administered by a training NCO, staff NCO or above (or equivalent for other services), a school principal, a foreign service officer, an employee career development officer, a director of civilian personnel, or a member of the clergy.
2. The examination administrator will:
   - Maintain continuous supervision of the examinee.
   - Take necessary precautions to protect the security of this examination.
   - Ensure that reference materials are used only when provided for in examination instructions.
3. The completed answer sheet and Examination Booklet MUST be returned together in the envelope provided. Failure to return the Examination Booklet will result in the return of the UNGRADED answer sheet.
4. The exam administrator MUST maintain a copy of this exam until you receive the completion certificate.

☑ * I certify that this examination has been administered in accordance with the instructions above.

Next * **Required fields.**

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**Instructions to Student:**
You are taking an online exam. There are many points of failure when conducting operations over the Internet, including problems with your computer and network connectivity interruptions. Accordingly, it is important that you save your answers frequently using the Save button on the Digital DP-37. You will be prompted to save every ten minutes, but you should **save frequently to prevent significant data loss**.

Your score on this examination is based on the number of items answered correctly.

Read the directions carefully and respond to the items. Answer the easier items first; then return to the harder ones if you have time.

You are NOT allowed to use notes, texts, lessons, or ordinary reference material while taking this examination, unless specifically identified on the exam booklet.

Select the ONE response that BEST completes the statement or answers the item. After the corresponding number on the answer page, select the appropriate circle.

Start

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Student : CPL JAMAL M MASSENGALE | Course : 0324 | Exam Version : M | Questions : 95

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | ○ | ◉ A | ○ B | ○ C | ○ D | ○ E |
| 2 | ○ | ○ A | ◉ B | ○ C | ○ D | ○ E |
| 3 | ○ | ○ A | ◉ B | ○ C | ○ D | ○ E |
| 4 | ○ | ◉ A | ○ B | ○ C | ○ D | ○ E |
| 5 | ○ | ○ A | ○ B | ◉ C | ○ D | ○ E |
| 6 | ◉ | ○ A | ○ B | ○ C | ○ D | ○ E |
| 7 | ○ | ◉ A | ○ B | ○ C | ○ D | ○ E |
| 8 | ○ | ○ A | ○ B | ◉ C | ○ D | ○ E |
| 9 | ○ | ○ A | ○ B | ○ C | ◉ D | ○ E |
| 10 | ○ | ○ A | ◉ B | ○ C | ○ D | ○ E |
| 11 | ◉ | ○ A | ○ B | ○ C | ○ D | ○ E |
| 12 | ○ | ○ A | ○ B | ◉ C | ○ D | ○ E |
| 13 | ○ | ◉ A | ○ B | ○ C | ○ D | ○ E |

Save Complete

**Time since last save: 0:16**

Each time you click "Save" or one of the numbered buttons below, your answers are saved by MCI. You should save your work every 5 minutes to prevent substantial data loss.

| | | | |
|---|---|---|---|
| 1-13 | 28-40 | 55-67 | 82-94 |
| 14-27 | 41-54 | 68-81 | 95-108 |

**Delete** : Removes current exam from your record.

Done

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Grade Exam

**Student**: **Your exam has not been graded**. Review your answers. If you need to make any modifications, use the numbered buttons to return to submitted answers. Once you are satisfied with your answers, click the Grade Exam button above. You will be asked to print a copy of your exam after you print the Grade Exam button.

**You have not answered question(s) 31, 33.**

Student : LCPL ADAM F AVITABILE | Course : 001 | Exam Version : C | Questions : 57

| | | |
|---|---|---|
| 1 **A** | 28 **A** | 55 **A** |
| 2 **B** | 29 **B** | 56 **C** |
| 3 **C** | 30 **C** | 57 **A** |
| 4 **A** | 31 **None** | |
| 5 **C** | 32 **A** | |
| 6 **B** | 33 **None** | |
| 7 **D** | 34 **D** | |
| 8 **A** | 35 **D** | |
| 9 **D** | 36 **C** | |
| 10 **B** | 37 **B** | |
| 11 **C** | 38 **B** | |
| 12 **A** | 39 **A** | |
| 13 **C** | 40 **C** | |
| 14 **A** | 41 **E** | |
| 15 **D** | 42 **A** | |
| 16 **D** | 43 **B** | |
| 17 **D** | 44 **B** | |
| 18 **A** | 45 **A** | |
| 19 **E** | 46 **C** | |
| 20 **B** | 47 **B** | |
| 21 **C** | 48 **C** | |
| 22 **B** | 49 **C** | |
| 23 **C** | 50 **D** | |
| 24 **C** | 51 **A** | |
| 25 **A** | 52 **C** | |
| 26 **B** | 53 **D** | |
| 27 **A** | 54 **C** | |

Save Complete

Each time you click "Save" or one of the numbered buttons below, your answers are saved by MCI. You should save your work every 5 minutes to prevent substantial data loss.

1-13 28-40 55-67

14-27 41-54

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## Congratulations! You have passed course 0118. Your score and diploma will be available under the transcripts section of MCI Online within 24 hours.

**You have not answered all 162 questions.**

Student : LCPL ADAM F AVITABILE | Course : 0118 | Exam Version : K

**Only answer the number of questions shown on your exam.**

| | | |
|---|---|---|
| 1 **A** | 28 **A** | 55 **B** |
| 2 **C** | 29 **E** | 56 **D** |
| 3 **B** | 30 **C** | 57 **E** |
| 4 **A** | 31 **B** | 58 **D** |
| 5 **C** | 32 **D** | 59 **B** |
| 6 **B** | 33 **B** | 60 **E** |
| 7 **C** | 34 **A** | 61 **C** |
| 8 **A** | 35 **C** | 62 **B** |
| 9 **D** | 36 **D** | 63 **A** |
| 10 **D** | 37 **E** | 64 **E** |
| 11 **A** | 38 **B** | 65 **E** |
| 12 **B** | 39 **A** | 66 **C** |
| 13 **C** | 40 **D** | 67 **B** |
| 14 **B** | 41 **A** | |
| 15 **C** | 42 **C** | |
| 16 **A** | 43 **B** | |
| 17 **D** | 44 **A** | |
| 18 **B** | 45 **D** | |
| 19 **C** | 46 **D** | |
| 20 **A** | 47 **B** | |
| 21 **B** | 48 **B** | |
| 22 **C** | 49 **D** | |
| 23 **D** | 50 **D** | |
| 24 **B** | 51 **B** | |
| 25 **B** | 52 **B** | |
| 26 **A** | 53 **D** | |
| 27 **D** | 54 **B** | |

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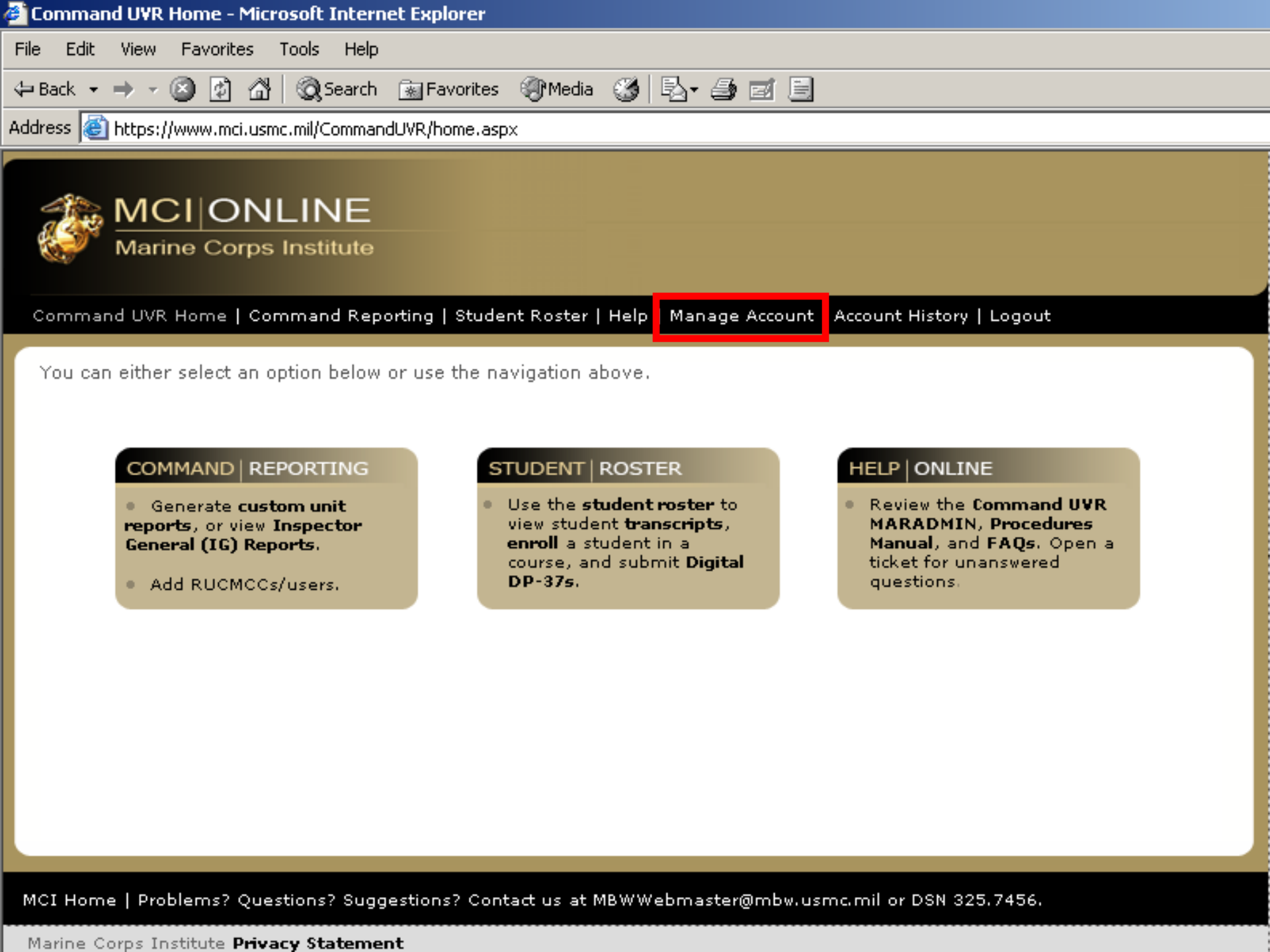
You did not achieve a passing score. If this is the first time you have failed, you may take the alternate exam. If this is the second time you have failed the course, you will need to enroll in the course prior to taking another exam. If you have any questions, visit the help section.

**You have not answered all 149 questions.**

Student : LCPL ADAM F AVITABILE | Course : 581 | Exam Version : Q | Questions : 149

| | | | |
|---|---|---|---|
| 1 | **B** | 28 | **B** |
| 2 | **C** | 29 | **C** |
| 3 | **B** | 30 | **B** |
| 4 | **A** | 31 | **D** |
| 5 | **D** | 32 | **D** |
| 6 | **A** | 33 | **B** |
| 7 | **B** | 34 | **B** |
| 8 | **C** | 35 | **C** |
| 9 | **C** | 36 | **A** |
| 10 | **A** | 37 | **C** |
| 11 | **C** | 38 | **B** |
| 12 | **D** | 39 | **A** |
| 13 | **B** | 40 | **D** |
| 14 | **C** | 41 | **A** |
| 15 | **B** | 42 | **C** |
| 16 | **E** | 43 | **A** |
| 17 | **C** | 44 | **B** |
| 18 | **A** | 45 | **C** |
| 19 | **B** | 46 | **B** |
| 20 | **C** | 47 | **D** |
| 21 | **B** | 48 | **D** |
| 22 | **D** | 49 | **A** |
| 23 | **A** | 50 | **A** |
| 24 | **B** | 51 | **C** |
| 25 | **C** | 52 | **C** |
| 26 | **C** | 53 | **A** |
| 27 | **A** | 54 | **B** |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Generate custom unit reports, or view Inspector General (IG) Reports.
Add RUCMCCs/users.
STUDENT | ROSTER
Use the student roster to view student transcripts, enroll a student in a course, and submit Digital DP-37s.
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Review the Command UVR MARADMIN, Procedures Manual, and FAQs. Open a ticket for unanswered questions.
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## Account Manager

- Manage RUCMCC
- Manage Users
- Common Accounts
- Command Name
- Transfer Account
- Remove Account
- Delete Account
- Lookup RUCMCC
- Reset Password

### Welcome to the Command UVR Account Manager

Popular Account Options:

- **Add RUCMCCs** - Adding RUCMCCs to your account gives you total access to those students who own that RUCMCC.
- **Add Users** - By adding users to your account, you allow them to view transcripts, enroll and administer Digital DP-37s for Marines within your account.
- **View Common Account** - Viewing common accounts allow you to see other Command UVR account administrators who have the same RUCMCC(s) as you do
- **Lookup User's RUCMCC** - This option allows you to lookup any Marine's RUCMCC using their SSN
- **Reset User's Password** - This option allows you to reset the password for any user associated with your account.

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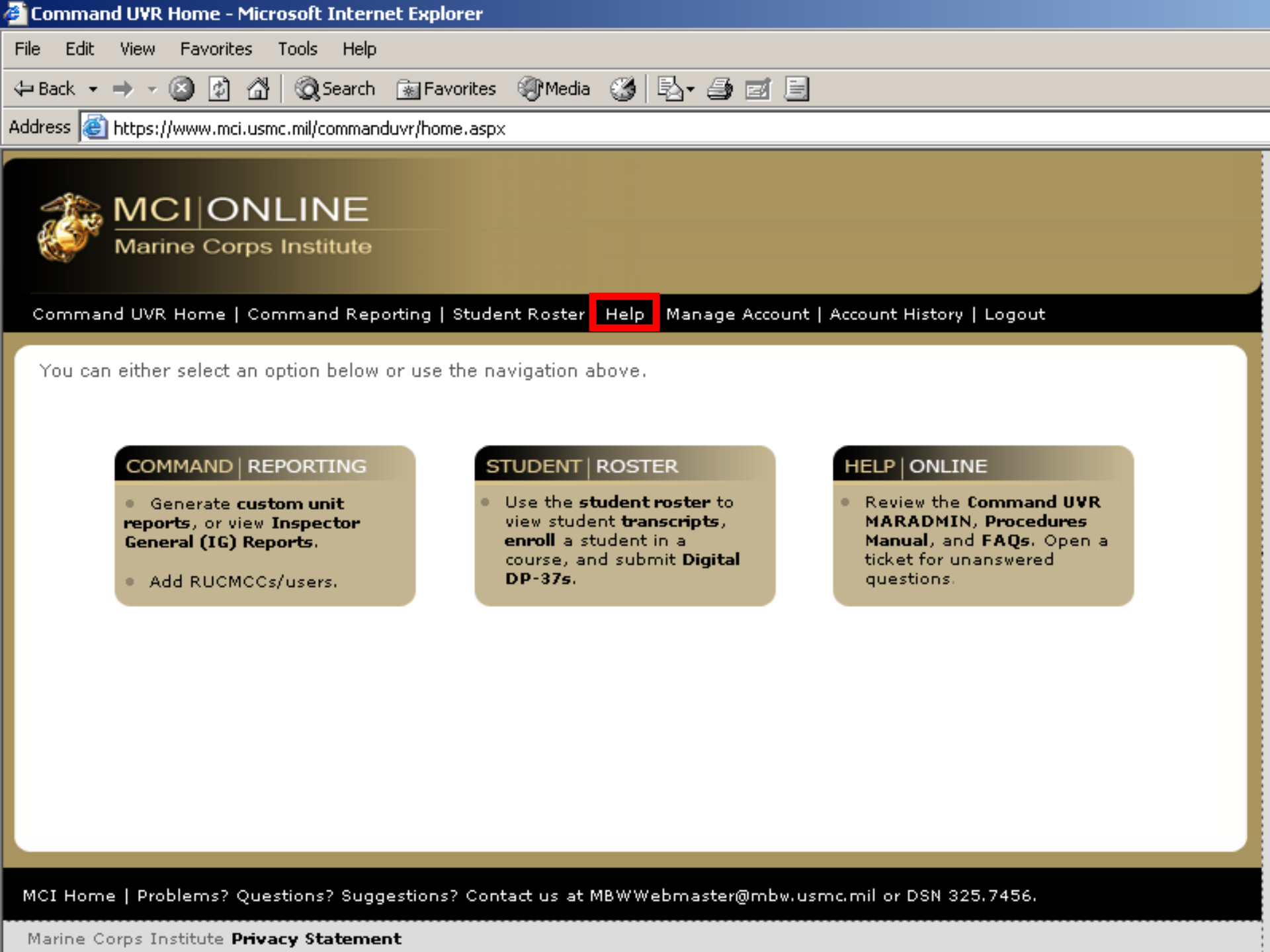
| Action By (Admin Last 4) | Action Taken | Date Created |
|---|---|---|
| 8684 | CPL JAMAL M MASSENGALE STARTED EXAM FOR 0324, VERSION NUMBER M | 10/18/2005 5:10:41 PM |
| 6197 | SSGT ARTHUR A PEEK COMPLETED 0112 (CONGRATULATIONS! YOU HAVE PASSED COURSE 0112. YOUR SCORE AND DIPLOMA WILL BE AVAILABLE UNDER THE TRANSCRIPTS SECTION OF MCI ONLINE WITHIN 24 HOURS. ) | 10/18/2005 3:56:03 PM |
| 6197 | SSGT ARTHUR A PEEK STARTED EXAM FOR 0112, VERSION NUMBER G | 10/18/2005 3:28:58 PM |
| 8684 | CPL DALE R VOGEL JR STARTED EXAM FOR 0138, VERSION NUMBER C | 10/18/2005 10:22:01 AM |
| 1965 | CPL CRISOR BOYARD COMPLETED 2820 (CONGRATULATIONS! YOU HAVE PASSED COURSE 2820. YOUR SCORE AND DIPLOMA WILL BE AVAILABLE UNDER THE TRANSCRIPTS SECTION OF MCI ONLINE WITHIN 24 HOURS. ) | 10/17/2005 9:09:13 AM |
| 2588 | CPL CRISOR BOYARD STARTED EXAM FOR 2820, VERSION NUMBER A | 10/17/2005 9:01:45 AM |
| 1965 | CPL CRISOR BOYARD COMPLETED 1334 (CONGRATULATIONS! YOU HAVE PASSED COURSE 1334. YOUR SCORE AND DIPLOMA WILL BE AVAILABLE UNDER THE TRANSCRIPTS SECTION OF MCI ONLINE WITHIN 24 HOURS. ) | 10/17/2005 8:57:52 AM |
| 2588 | CPL CRISOR BOYARD STARTED EXAM FOR 1334, VERSION NUMBER I | 10/17/2005 8:48:34 AM |
| 2727 | CPL JUAN RAMIREZ JR COMPLETED 0381 (CONGRATULATIONS! YOU HAVE PASSED COURSE 0381. YOUR SCORE AND DIPLOMA WILL BE AVAILABLE UNDER THE TRANSCRIPTS SECTION OF MCI ONLINE WITHIN 24 HOURS. ) | 10/11/2005 12:39:00 PM |
| 3520 | CPL JUAN RAMIREZ JR STARTED EXAM FOR 0381, VERSION NUMBER G | 10/11/2005 12:32:40 PM |
| 2727 | CPL JUAN RAMIREZ JR COMPLETED 8017 (CONGRATULATIONS! YOU HAVE PASSED COURSE 8017. YOUR SCORE AND DIPLOMA WILL BE AVAILABLE UNDER THE TRANSCRIPTS SECTION OF MCI ONLINE WITHIN 24 HOURS. ) | 10/11/2005 12:30:49 PM |
| 3520 | CPL JUAN RAMIREZ JR STARTED EXAM FOR 8017, VERSION NUMBER C | 10/11/2005 |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Q. How is a Digital DP-37 Proctored?

Q. What do I do if my Exam Version is not listed on the Digital DP-37?

---

## COMMAND UVR (ANSWERS)

**Q. How do I get access to Command UVR if I'm an E-8/O3 or higher?**

A. Log in to www.mci.usmc.mil/CommandUVR, enter your SSN and DOB, and confirm your email address (you must have an email address). After confirming your email address, you will receive notification that your Command UVR account has been created within 2 business days.

[Top]

**Q. How can my Training NCO get access to Command UVR?**

A. If you created the Command UVR account, you may log in to **www.mci.usmc.mil/CommandUVR**, select the "Manage" link from the navigation, select the "Add User" button, and enter the SSN of the Training NCO (the Training NCO must be in your Command UVR account)

[Top]

**Q. I have multiple RUCMCCs that I am responsible for?**

A. If you created the Command UVR account, you may log in to **www.mci.usmc.mil/CommandUVR**, select the "Manage" link from the navigation, select the "Add RUCMCC" button, and enter the RUCMCC.

[Top]

**Q. One of my Marines is not showing up on the Student Roster. What do I do?**

A. It is likely that their RUCMCC is not associated with your Command UVR account. Go to the "Manage" link on the top navigation and add the RUCMCC of the Marine that is not showing.

[Top]

**Q. I'm not an E-8/O-3 or higher, how do I get access to Command UVR?**

A. A 1stSgt/MSgt/Capt or higher must create a Command UVR account and add you as an authorized user.

[Top]

**Q. There are no 1stSgt/MSgt/Capt or higher in my RUCMCC?**

A. A 1stSgt/MSgt/Capt or higher must create a Command UVR account, add your RUCMCC to their Command UVR account, and then add you as an authorized user.

[Top]

**Q. One of my Marines is not showing up on the Student Roster. What do I do?**

A. It is likely that their RUCMCC is not associated with your Command UVR account. Go to the "Manage" link on the top navigation and notify the account owner of this problem.

[Top]

**Q. How do I enable a Marine to submit a Digital DP-37?**

A.

- Ensure you have access to Command UVR (see above).

# QUESTIONS